

**OFFICE OF THE STATE COORDINATOR, NRC, ASSAM
BHARALUPAR, BHANGAGARH, G.S. ROAD ::: GUWAHATI- 05**

www.nrcassam.nic.in

SHORT QUOTATION NOTICE

Sealed quotations affixing Rs. 8.25/- court fee stamp are hereby invited for the under mentioned work addressed to the Office of the State Coordinator, National Register of Citizens, Assam. Guwahati- 781005. The top of the cover should be superscribed as ‘Quotation for Printing of Statement 2, 3 & 4 in connection with NRC updation.’

Sl. no.	Name of the Work	Specification	Quantity	Language
01.	Quotation for Printing of Statement 2, 3 & 4 in connection with NRC updation.	As per Annexure II attached	Statement 2- 15,200 Statement 3- 40,000 Statement 4- 37,050	Assamese

Last date for receipt of Quotation is 2:00 p.m. on 22-03-2016. Late Quotations will not be accepted.

In this regard you are requested to quote your offer in your letter head after satisfying the terms and conditions as mentioned in *Annexure I* of the Quotation.

Yours faithfully,

Sd/
(Prateek Hajela, IAS)
State Coordinator, NRC, Assam

**OFFICE OF THE STATE COORDINATOR, NRC, ASSAM
BHARALUPAR, BHANGAGARH, G.S. ROAD ::: GUWAHATI- 05**

Annexure I

Terms and Conditions

1. The quotations will be issued from **16/03/2016 to 22/03/2016** and received up to **15:00 hrs. on 22/03/2016** and will be opened on the same day at **16:00 hrs.**
2. Bidders may be present at the time of the opening of Quotations at the assigned date and time.
3. Printing should be done in 1/4 demy size paper only. The selected bidder shall have to provide atleast 75 GSM A4 Maplitho paper.
4. The printing of documents will be single sided for Statement 4 and both sided for Statement 2 and Statement 3.
5. The printed documents should be packed properly with waterproof gunny bags with district name, quantity and language mentioned on the top. Each packet shall contain 500 printed copies.
6. Atleast 3 (three) Work Orders relating to printing of similar works must be enclosed with the Quotation.
7. Sample copies are attached with the Quotation for ascertaining the quality of the work by the bidders. The sample copies should be signed and enclosed with the quotation as an acceptance.
8. The envelope shall contain following documents duly signed on each page-
 - a. Annexure I
 - b. Annexure II
 - c. Annexure III
 - d. Annexure IV
 - e. Annexure V
9. VAT/Service Tax, etc. should be clearly mentioned in the quotation in absence of which the rate quoted shall be considered as inclusive of taxes.
10. The rate quoted shall be inclusive of delivery to the headquarters of the following districts – Udalguri, Jorhat and Nalbari.
11. Payment will be made on supply of the items in full and no request for advance payment will be entertained.

12. The quotation may be sent duly superscribed on the cover 'Quotation for Printing of Statement 2, 3 & 4 in connection with NRC updation' and the due date.
13. Rate quoted should be valid for minimum period of 12 (twelve) weeks.
14. The printing should be in good condition and free from any defect/illegibility, etc.
15. The bidder should be P&S Grade A or B certified.
16. The bidder should have own infrastructure to execute printing work.
17. The quoted price shall be applicable to all district headquarters.
18. The lowest bidder will be awarded after considering all other bidders on the basis of Gross Total.
19. Any loss or damage to the item while handling/transporting till such time the items are delivered and handed over to this office is the responsibility of selected bidder.
20. Bidder may also download the Quotation from the official website- www.nrcassam.nic.in.
21. Payment shall be made after full delivery of the items through ECS. The bidders should give bank details for facilitating ECS payment. The format is given at Annexure III.
22. Printing of Statements shall have to be supplied within 3 days to the district headquarters from the date of issue of the Work Order. If the bidder fails to comply, 1% of the work value shall be deducted each day subsequent to the stipulated timeframe. If the delay is beyond 1 (one) week, the Work Over shall be null & void.
23. All terms and conditions and other contents in the published quotation shall be final and acceptable to the bidder.
24. The Office of the State Coordinator reserves the right to accept or reject any quotation/all quotations without assigning.

Financial Quote

Name of Work: Quotation for Printing of Statement 2, 3 & 4 in connection with NRC updation.

Sl. no.	Item	Specification	Quantity*	Rate (per page)	VAT	Gross Total
01.	Statement 2	Paper-A4, 75 GSM Maplitho Paper, single side printing in black & white ink.	15,200			
02.	Statement 3	Paper-A4, 75 GSM Maplitho Paper, double side printing in black & white ink.	40,000			
03.	Statement 4	Paper-A4, 75 GSM Maplitho Paper, single side printing in black & white ink.	37,050			

(To be submitted in Letter Head)

BIDDER'S PROFILE

1. Name of the Bidder _____
2. Address of the Bidder _____

3. Mobile no. and email _____
4. Status of the bidder (whether Individual/Firm) _____
(enclose document in support)
5. PAN No. _____ (copy enclosed)
6. Printing Machines
 1. _____
 2. _____
 3. _____
7. Quantity of printing per hour _____

Seal & Signature of the Bidder

ACCEPTANCE LETTER

(In the Letter Head)

To,

The Office of the State Coordinator
National Register of Citizens, Assam,
Achyut Plaza, Bhangagarh, Guwahati- 781005

Sir,

I/We hereby unconditionally accept the terms and conditions of the quotation for printing of documents for NRC updation. The contents of Annexure I have been noted and it is clarified that after unconditionally accepting the conditions, it is not possible to put any remarks/conditions/change in the quotation. In case this provision is found violated, I/We agree that my/our quotation shall be rejected.

Yours faithfully,

Name

Bidders's name

Signature of bidder.....

.....

Seal of the Bidder

ECS details

1. Name of the firm/individual :
2. Bank Account No. :
3. Bank Name :
4. Branch Name :
5. IFSC Code :

Name.....

Signature