

**GOVERNMENT OF ASSAM**  
**ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY**  
**DISPUR :::: GUWAHATI-6.**

ASULMS/SMID/2016-17/89

Dated Guwahati, the 28<sup>th</sup> October 2016

**SHORT TENDER NOTICE**

Sealed quotation affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from professional printers/Govt. Registered firm for printing and supply of the following works. The undersigned is not bound to accept the lowest rate and reserves the right to accept or reject all quotations without assigning any reason thereof. The last date of submission of quotations is on 15-11-2016 at 2.00 p.m. and the quotations will be opened on the same day in presence of the tenderers or their authorized agents.

**Title of the works and specifications :-**

**No.1. SHG Minutes Book**

**Specifications:**

Size : 1/4 double crown.

No. of inside pages : 64 pages.

Paper for inside : 80 Gsm Maplitho.

Paper for cover : 250 Gsm Art Paper.

Printing : Inside Black ink and cover multicolour both sides.

Binding : Perfect binding (Cover laminated)

Quantity : Assamese -4000 Nos.

Bengali - 800 Nos.

Bodo - 700 Nos.

**No. 2. SHG transaction Book or Cash Book**

**Specifications :**

Size : 1/2 Demy.

No. of inside pages : 208 pages.

Paper for inside pages : 80 Gsm Maplitho

Paper for cover : 250 Gsm Art Paper

Printing : Inside black ink and cover multi colours.

Binding : Perfect binding with jut stitch. ( cover laminated)

Quantity : Assamese -4000 Nos.

Bengali - 800 Nos.

Bodo - 700 Nos.

**No.3. SHG Saving and Loan Register**

**Specifications :**

Size : 1/4 Double crown

No. of inside pages : 120 pages.

Paper for inside pages : 80 Gsm Maplitho

Paper for cover : 250 Gsm Art Paper

Printing : Inside black ink and cover multi colours.

Binding : Perfect binding with jut stitch. ( cover laminated)

Quantity : Assamese -4000 Nos.

Bengali - 800 Nos.

Bodo - 700 Nos.

**No.4. Individual Member Passbook (for all members of SHGs)****Specifications :**

Size : 1/8 Demy

No. of inside pages : 20 pages.

Paper for inside pages : 80 Gsm Maplitho

Paper for cover : 250 Gsm Art Paper

Printing : Inside black ink and cover multi colours.

Binding : Machine thread stitch like SBI passbook

Quantity : Assamese -4000 SHGs (Average 15 Members per SHG)

Bengali - 500 SHG (Average 15 Members per SHG)

Bodo - 700 SHG (Average 15 Members per SHG)

**Terms and conditions :**

1. The rates should be quoted including all taxes.
2. Assam Govt (P & S deptt.) 'A' Class category press will be preferred.
3. Latest Income Tax return should be enclosed with quotation.
4. Minimum turnover should be Rs. 50 lakh in last financial year and C.A. certificate should be enclosed.
5. Pan card/VAT/Firm Registration etc. are to be submitted along with quotation.
6. Each quotation must carry the full address of the Firm and the title of the works.
7. Sample copy of each items have to submit along with quotation.
8. The final design of the work will be approved by the undersigned.
9. Payment will be made subject to availability of fund and no claim for late payment will be entertained.
10. The write up and the creative must be vetted by the undersigned before printing.
11. The works must be completed within stipulated time from the date of receipt of the work order.
12. Payment will be made on satisfactory completion of the work.
13. The supply order for printing of Books of record will be given on a phased manner.
14. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.



State Mission Director, ASULMS and  
Director, Municipal Administration,  
Assam, Guwahati-6