



**MISSION DIRECTOR PMAY HFA (U)& DAY-NULM, ASSAM**  
**DISPUR, GUWAHATI-6**

**EXPRESSION OF INTEREST(EOI)**  
*for*  
**SELECTION OF FIRMS FOR PUBLICITY/IEC WORKS UNDER THE  
STATE MISSION DIRECTORATE OF PMAY HFA-U& DAY-NULM,  
ASSAM**  
**2019**

**EoI No. PMAY-U/ MD/PMAYU/69/IEC Exp/2017/Part 1/1**

**Mission Director, PMAY HFA-U, Assam**

**Website:**[www.pmayassam.in](http://www.pmayassam.in)

**&**[www.nulmassam.in](http://www.nulmassam.in)

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**SECTION- I**  
**CRITICAL DATE SHEET**

Tender Reference No.	No. PMAY-U/ MD/PMAYU/69/IEC Exp/2017/Part 1/1
Dated	5 <sup>th</sup> December 2019
IPO	Rs. 10/-
EMD	Rs.10,000/- ( Demand Draft )
Start date & time to download Bid	5 <sup>th</sup> December 2019
Last date & time for submission of EOI	17 <sup>th</sup> December 2019
Date & time for opening of EOI	17 <sup>th</sup> December 2019
Place of opening of EOI	Office of the Mission Director, PMAY HFA-U, Assam, Dispur, Guwahati-6
Date of Pre-Bid Meeting Date	16 <sup>th</sup> December 2019
Address for Communication	Office of the Mission Director, PMAY HFA-U, Assam, Dispur, Guwahati-6 Email: pmayhfauassam@gmail.com
Web Link	<a href="https://www.pmayassam.in">https://www.pmayassam.in</a> & <a href="https://www.nulmassam.in">https://www.nulmassam.in</a>

**SECTION- II**  
**INVITATION TO EOI**

Dear Sir,

The Mission Director PMAY HFA-U& DAY-NULM, Assam invites Expression of Interest (EOI) for selection of firms for publicity/IEC under the Mission Director PMAY HFA-U, Assam. You are advised to go through the tender document carefully at <https://www.pmayassam.in> and understand various provisions contained therein.

The submitted proposal must comprise a **‘Technical Offer’** and **‘Financial Offer’** only in properly sealed and signed envelope and deposit in the Tender Box kept for this purpose at the Office of The Mission Director PMAY HFA-U, Assam.

The envelopes containing the Technical Offer will be opened on **17-12-2019** at **3.00 PM** in the Office of The Mission Director PMAY HFA-U & DAY-NULM, Assam. Dispur, Guwahati-6. The proposal received after opening of the Tender Box i.e. after 3.00 PM on **17-12-2019**, 2019 will be rejected.

**Mission Director PMAY HFA-U**  
**& DAY-NULM Assam**  
**Dispur, Guwahati- 6**

**SECTION- III**  
**PREPARATION OF BID**

1. Court Fee Stamp of Rs. 8.25 or IPO of Rs. 10.00 only is to be fixed with each of the EOI proposals without which no EOI proposal will be considered for acceptance.
2. The sealed and signed envelope containing the EOI proposal (Technical offer & Financial Offer) super scribing 'EOI proposal for publicity/IEC work under Mission Director PMAY HFA-U, Assam' with proper name, address, contact no. and e-mail id of the bidder is to be submitted on or before 3.00 PM of **17-12-2019**.
3. EOI proposal for each of the group of works must be submitted in separate envelope.
4. Not more than one EOI proposal shall be submitted by one bidder for a particular group of works.
5. Interested bidders and eligible bidders may download the tender documents from the website <https://www.pmayassam.in> & <https://www.nulmassam.in> as per the schedule given at **SECTION- I (CRITICAL DATE SHEET)**.
6. EOI proposals not complete in all respects are liable to be rejected. Mission Director PMAY HFA-U & DAY-NULM, Assam shall not be responsible for any postal or other delays & bids received late are liable to be rejected.
7. Intending bidders are advised to visit the website <https://www.pmayassam.in> & <https://www.nulmassam.in> up to **1 day** prior to the closing date of submission of EOI proposal for any corrigendum/addendum/amendment.
8. Bids will be opened as per the date & time as mentioned at **Section I** above.
9. Interested bidders or its authorized representative may participate in the Bid opening process, if they wish to attend.
10. A bidder may withdraw bid after submission provided that written notice of withdrawal is submitted to the Mission Director PMAY HFA-U & DAY-NULM, Assam prior to the deadline for submission of EOI proposal. The EOI is non-transferable.
11. Bids sent by e-mail/fax, etc. shall not be considered. Bids sent by post/courier will be accepted. However, tendering authority shall not be responsible for any postal/courier delay.
12. Withdrawal of an EOI proposal after last date of submission of Bid shall attract forfeiture of the bidder's EMD.
13. The bid document should be signed in all pages by the Bidders before submission.

**SECTION- IV**  
**BIDDER INFORMATION SHEET**  
*(in Bidder's Letterhead)*

Sl. No.	Particulars	Bidder Information (to be filled by the Bidder)
1.	Name of the Firm	
2.	Address of the Office of the Firm	
3.	Email id of the Firm	
4.	Whether the Firm is a Proprietary Firm/Joint Venture/Partnership Firm. (copy of their group registration certificate in case of partnership firm, joint venture agreement in case of joint venture and court affidavit in case of proprietary establishment to be enclosed)	
5.	Registration No. of the firm (copy to be enclosed)	
6.	Past experiences of similar works/services (proof to be enclosed along with completion certificate)	
7.	PAN/TIN/VAT/GST Registration No. as applicable (copy to be enclosed)	
8.	Name of the authorized person on behalf of the firm engaged for the EOI	
9.	Telephone/Mobile number of the authorized person and other telephone numbers of the Firm	
10	Trade license (copy to be enclosed)	

I/We have fully read the terms & conditions of the EOI document and agreeable to me/us.

Signature: .....  
Name:.....  
Date: .....  
Place: .....  
Seal of the firm: .....

SEAL OF THE FIRM

**SECTION - V**  
**GENERAL TERMS AND CONDITIONS**

1. The bid document may be downloaded from the website <https://www.pmayassam.in> & <https://www.nulmassam.in>. No hard copies shall be issued by the tendering authority.
2. Bidders are required to visit the website <https://www.pmayassam.in> & <https://www.nulmassam.in> regularly. Any changes/modifications in tender document will be intimated by corrigendum/addendum through this website only.
3. While submitting the EOI proposal, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid is liable to be rejected. If any bidder stipulates any condition of his own, such conditional proposal is liable to be rejected.
4. In case, any holiday is declared by the Government on the date of opening of the EOI, the EOI will be opened on the next working day at the same time. Mission Director PMAY HFA-U & DAY-NULM, Assam, reserves the right to accept or reject any or all the EOI proposals.
5. The material will not be acceptable in case it is not in acceptable quality as per terms of the contract and is liable to be rejected.
6. The panel of qualified bidders shall initially be valid for a period of **One year** from the date of approval of the Selection by the Chairman of the Tendering Committee. However, depending upon the need/urgency, the Mission Director PMAY HFA-U & DAY-NULM, Assam will have the right to extend this period.
7. In case of any dispute, the decision of the 'Mission Director PMAY HFA-U & DAY-NULM, Assam shall be final and binding on all concerned.
8. In case there is any query / suggestion, etc. regarding Bid conditions / specifications etc., it should be submitted 7 days prior to the last date of submission of the EOI so that the representation of the bidder may be well processed and decision could be taken in time.
9. Bid will be opened in the presence of bidders/authorized representatives who choose to attend on the specified date and time as stipulated in the Bid-document.
10. At any time prior to the last date of submission of EOI, the Mission Director PMAY HFA-U & DAY-NULM, Assam, being the purchaser, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, may modify the Bid Document by an amendment. All prospective bidders who have received the Bid document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, purchaser may at its discretion, extend the date and time for submission of EOI.
11. Demand Draft/Banker's cheque of any Nationalized Bank for EMD of **Rs.0.10 Lakh**. in favor of Mission Director PMAY HFA U Assam is to be submitted.
12. The EMD of the unsuccessful bidders shall be returned after the acceptance of empanelment letter by the successful bidder(s).

13. The EMD of the successful bidder will be forfeited if the bidder fails to sign Contract Agreement within the given time with the purchaser.
14. The EMD of a bidder may be forfeited if the bid is withdrawn after the last date of submission.
15. All the pages of bids submitted must be signed by the bidder as a token of acceptance of all the terms and conditions of the standard.
16. The Mission Director PMAY HFA U& DAY-NULM, Assam can withdraw/terminate the empanelment of any empaneled bidder at any time on account of services not found satisfactory.
17. The Mission Director PMAY HFA U& DAY-NULM, Assam may seek financial proposals from the empanelment firms as and when required.
18. Interested and eligible bidders may obtain further information from the concerned wing under the Mission Director PMAY HFA U& DAY-NULM, Assam.
19. The date of issue of supporting documents enclosed with the EOI should be clearly visible.



## SECTION- VI

### A. SPECIAL TERMS AND CONDITIONS FOR GROUP WORKS

*(Paper printing, flex printing etc.)*

1. **Printing firms having up to date registration certificate from Directorate of Printing & Stationery Department, Govt. of Assam are only eligible to submit bids for empanelment for printingworks.**
2. List of machineries own by the bidder for multicolor printing works along with other machineries is to be furnished.
3. All original documents must be shown whenever it is necessary.
4. Minimum average annual turnover must not be less than Rs. 50 lakh for last three consecutive financial years (Proof to be enclosed)
5. Financial soundness certificate from any commercial/nationalized bank should be enclosed.
6. Proof of having an office of the bidder firm at Guwahati must be submitted.
7. All printed text will be in Assamese, English and Bengali language. This included DTP, layout & Designing, draft printout for proof reading etc.
8. The printing firm will be responsible for making dummy copies according to the instructions of the Office of the Mission Director PMAY HFA U& DAY-NULM, Assam and get it approved by the concerned officer.
9. The printing firm shall be responsible for all loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or in the course of transit to purchaser.
10. Bidders are required to depute their representative for presentation on the schedule date and time as per section 1.
11. The printing firm shall do the printing and deliver printed materials in accordance with the conditions of the contract at the time and place and in the manner as specified. The printing firm shall comply with the instructions that the Mission Director PMAY HFA U & DAY-NULM, Assam may issue from time to time.
12. High quality of reproduction will have to be ensured by the firm. For improperly printed copies, poor binding. Poor colour scan, late delivery, penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the Mission Director PMAY HFA U& DAY-NULM, Assam.
13. The bidder shall have to give assistance to the representative(s) of the purchaser to inspect the premises, if the latter so deem it fit, before finalization of empanelment.
14. CD having the printing copy in PDF format will have to be supplied by the bidder along with the printed copy to the purchaser. No additional payment will be made to the bidder for such CD having the printed copy in the PDF format.
15. In case, if any other work arises in future, which is not mentioned in this bid, the rates for the same may be invited from the empanelled firms and the lowest rate has to be accepted by all and will be valid during the rate contract period.
16. It would be necessary to show sample/ proof of the each printed item before the same is printed and approval of the purchaser has to be obtained before the final printing.

17. In case of emergent cases supplier/printing firm will make necessary arrangements to provide the printed materials at possible shorter notice and also to open press beyond working hours, holidays, Sunday etc. The printed items will be delivered at the Office of the Mission Director PMAY HFA U& DAY-NULM, Assam.
18. Self-Declaration regarding No order of Blacklisting passed by any Central/State department.

**SECTION- VII**  
**SCOPE OF WORKS**

Sl. no.	Particulars	Specifications
1	Hoarding: Designing, Printing and installation of hoarding ( At the premises of the Deputy Commissioner Office at 1 per District) Hoarding: Designing, Printing and installation of hoarding (At the premises of the Deputy Commissioner Office at 1 per District)	<b>a) Size : 12 ft. X 8 ft. (flex)</b> i) Supporting structure : U-Channel iron post (6ft. X 3 ft.) and twin angle (2ft. X 2 ft.) with GI sheet ii) Depth of footing: 4 ft. footing inside the soil and height 20 ft. Bottom of the Board from foundation level 6 ft. iii) The thickness of the flex 13 ounces in solvent print
	Hoarding: Designing, Printing and installation of hoarding (At the premises of the Deputy Commissioner Office at 1 per District)	<b>b) Size : 10ft. X 15 ft. (flex)</b> i) Supporting structure : U-Channel iron Post (4 ft. X 2 ft.) and twin angle (1.5 ft.X 1.5 ft.) with GI sheet. ii) Depth of footing: 4 ft. footing inside the soil and height 20 ft. Bottom of the Board from foundation level 6 ft. iii)The thickness of the flex 13 ounces in solvent print.
	Information Board: Design, Printing and Installation of information board at the gate of 97 ULBs and 25 DAs	Size : 3 ft. X 5 ft. (flex) i) Supporting structure: Round iron post. ii) Depth of footing: with 2 ft inside the soil and 10 ft above ground iii) The thickness of the flex 13 ounces in solvent print. iv) Front is Flex and backside is 22-gauge plan sheet.
3	Calendar: Calendar for the Year 2019 including Assamese and English year along with marked State government holidays.	Size : 0.45m x 0.58 m Paper Quality : 220 GSM(Glossy) Ware binding : Black ware Colour Printing : Full multicolour One side with cover : 7 sheet (One side with one page as cover)
4	Table Calendar: Design, Printing supply of Calendar for the year 2020 including Assamese and English year along with a planner in the back side.	Size: 8.5x6.3 card size Paper Quality : 170 GSM Ware Binding : Black Ware binding Printing Type: Multi-Colour printing With Planner on the backside.
5	Brochure: (Designing, printing and supply)	Specification: 1/8 Double Crown, 130 GSM art Paper (in side), 300 GSM cover, 12 pages, multi-coloured
6	Flex printing	Quality & Size
		1. Normal = 1x1 Sq Ft 2. Star = 1 x 1 Sq Ft 3. Vinyl = 1x1 Sq Ft 4. Eco Solvent= 1x1 Sq Ft 5. Solvent= 1x1 Sq Ft Supporting structure : best quality outer wooden frame of 3 inch X 2 inch, thickness of the flex : 13 ounces in

8	Annual Administrative Report.(report handbook)	Designing, printing and supply. ¼ Demy, 130 GSM Art paper (in side), 300 GSM Art Paper (cover), Maximum of 100 pages, perfect binding with lamination, multi-coloured.
9	Flipchart	Designing, Printing and Supply of Half Crown, 100 GSM Art Paper, 15 Pages, (with Cover) multi-coloured both side printing with hard lamination Flipchart with Black Spiral.
10	Book on Success Stories	Designing, printing and supply. ¼ Demy, 250 GSM Art Paper, Maximum of 32 pages, Multi-coloured, perfect binding.
11	Invitation Card/ Greetings Card with Envelop	25 cm X 18 cm, 300 GSM Art Paper, Multi-coloured, Single colour envelop.
12	Diary	1/8 Double Crown, 100 GSM Map Litho, Maximum 400 pages, Bi-colour, High quality foam and Rexene with printing
13	Folder.	Designing, printing and supply. Half Crown, 210 GSM, 3 fold, multi-coloured
14	Social Media Creative	Design of Various Creatives, for Facebook and WhatsApp.

**SECTION- VIII  
EVALUATION CRITERIA**

The Bidder should possess the requisite experience, resources as described in the Bid document. Moreover, participating Bidders will be evaluated mainly based on following criteria provided the participating bidders satisfy the bid components depicted in ‘a’.

Parties scoring 70 or above marks in the technical bid will be eligible for the financial evaluation. Final selection will be done on the basis of least cost.

**a)**

Bid Component	Details to be filled by Bidder
1. PAN Card	
2. GST Registration certificate with updated GST clearance Certificate	
3. Updated Trade License and Firm Registration Certificate	
4. Financial soundness certificate from concerned Bank	
5. Annual average turnover certified by CA for the last 3 consecutive years	
6. Profit and loss statement with balance sheet certified by CA for the last 3 consecutive years	
7. EOI fee details	
8. EMD details	
9. Undertaking that the firm has not been banned / black listed by any State/Central Govt. Department/PSU/any other agencies	

**b)**

Bid Component	Weightage in Technical Score
1. Average Annual turnover during last 3 years : i) Annual turnover 50 lakhs to 75 lakhs-(10Marks) ii) Annual turnover 76 lakh to 1 crore -(15 Marks) iii) Annual turnover above 1 crore – (20Marks)	20
2) Experience on similar work(s) during last 5 years (proof supported by completioncertificate) i) Experience on similar work(s) for 5 years -(30Marks) ii) Experience on similar work(s) for 5 to 7 years – (40 Marks) iii) Experience on similar work(s) above 7 years- (50 Marks)	50
3) Current empanelment with State/Central Govt. agencies/ PSU/World Bank agencies etc. (copy of empanelment letter needs to be submitted.)	10

4) Infrastructure Strength: Multi-Colour (4 colour) Offset Machine, Single Colour Offset, Computer To Plate Machine, Perfect Binding Machine, Lamination Machine, Complete Designing Unit with Colour Digital Machine, Generator facilities for 24 Hrs	20
<b>Total</b>	<b>100</b>

c) Bidders scoring above 80% weightage in the Technical Bids will be considered qualified for bidding in Financial Bid. Based on above criteria qualified bidder will be eligible for Financial Bids. Evaluation of Financial Bids will be done by following the Least Cost Selection (LCS) procedure. Here the lowest-priced financial proposal is considered the winner of the contract. A list of selected bidders will be displayed after completion of evaluation process (financial) and acceptance letter will be issued to the selected bidder/bidders. Accordingly there will be a signing of a contract deed between the Director and the selected bidders.

d) MODEL FINANCIAL EVALUATION (for referenceonly)

SN	Name of the Firm	Financial rate quoted in against Items (Rate per Unit)											
		Hoarding (A)		Hoarding (B)		Information Board		Calendar		Brochure		Leaflet	
1	X	20000	L2	21000	L1	14000	L1	75	L2	3	L1	2	L1
2	Y	30000	L3	32000	L3	19000	L2	65	L1	4	L2	3	L2
3	Z	15000	L1	23000	L2	20000	L3	100	L2	6	L3	5	L3

- For Hoarding (A) firm Z has been selected as L1.
- For Hoarding (B) firm X has been selected as L1.
- For Information Board firm X has been selected as L1.
- For Calendar firm Y has been selected as L1.
- For Brochure firm X has been selected as L1.
- For Leaflet firm X has been selected as L1.

**SECTION- IX**  
**PAYMENT**

- 1) The payment will be made on successful delivery of the ordered materials with full satisfaction of the receiving officer by observing all formalities of specification, terms and conditions and satisfactory report of the supplied items with full satisfaction of the receiving officers.
- 2) No split bill will be accepted. Bills submitted in triplicate must be accompanied with all related papers as per terms and condition of the tender along with duly receipted challans having valid stockentry.
- 3) Payment will be made through RTGS method to the supplying firm on submission of bills in duplicate along with GST number, Bank details such as Current/Saving account, Account Number, IFSC Code, Branch and Bank Name.
- 4) No advance payment would be made. Taxes, as applicable would be deducted from the bills of the agency as per laws inforce.

**SECTION- X**  
**PENALTY CLAUSE**

<b>PERIOD OF DELAY</b>	<b>PENALTY</b>
Upto 7 days (including holidays)	3% of the billed amount
7 to 10 days (including holidays)	7% of the billed amount
Beyond 10 days (including holidays)	10% of the billed amount*
<b>*The Contract will be cancelled &amp; Performance Security shall be forfeited.</b>	

Signature of the Accepting Officer:.....

Name:.....

Mobile No. ....

Seal of the firm.....



## Technical Forms

[Location, Date] To:

Dear Sir/Madam:

We, the undersigned, offer to provide the publicity/IEC services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal separately.

We are submitting our Proposal in individual capacity without entering in association with/as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification ion.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the publicity/IEC services related to the assignment not later than the date indicated in the Data Sheet (*Please indicate date*).

We understand you are not bound to accept any Proposal you receive.

We remain

Yours sincerely,

Authorized Signature (In full and initials) : \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name & Seal of Firm: \_\_\_\_\_

Address : \_\_\_\_\_

**SECTION- XI**  
**TECHNICAL PROPOSAL**  
(To be submitted in Letter Head)

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Details		Page No
Name of the Agency		
Address of the Registered Office : Attach Reg. Papers		
Year of Establishment		
Contact Personal with Contact Details		

Bid Component	Details to be filled by Bidder
1. PAN Card	
2. GST Registration certificate with updated GST clearance Certificate	
3. Updated Trade License and Firm Registration Certificate	
4. Financial soundness certificate from concerned Bank	
5. Annual average turnover certified by CA for the last 3 consecutive years	
6. Profit and loss statement with balance sheet certified by CA for the last 3 consecutive years	
7. Net worth of the agency	
8. EMD details	
9. Undertaking that the firm has not been banned / black listed by any State/Central Govt. Department/PSU/any other agencies	

**1) Average Annual turnover last 3 years (20 Marks)**

Average Annual turnover	Years	Marks
Annual turnover 50 lakhs to 75 lakhs- (10Marks)		
Annual turnover 76 lakh to 1 crore -(15 Marks)		
Annual turnover above 1 crore – (20Marks)		

**2) Experience on Similar work(s) during last 5 years (50 Marks)**

Experience on similar work(s)	Years	Marks
Experience on similar work(s) for 5 years -(30Marks)		
Experience on similar work(s) for 5 to 7 years – (40 Marks)		
Experience on similar work(s) above 7 years- (50 Marks)		

**3)Current empanelment with State/Central Govt. agencies/ PSU/World Bank agencies etc.  
(copy of empanelment letter needs to be submitted.) (Marks10)**

Name of the State/Central Govt. agencies/ PSU/World Bank agencies	Yes/No

**4) Infrastructure Strength (at 2 marks each =20 Marks)**

Multi-Colour (4 colour) Offset Machine	
Multi-Flex printing	
Single Colour Offset	
Perfect Binding Machine	
Digital Multi-Colour Printing Machine	
Gloss Lamination Machine	
Mat lamination Machine	
Computer To Plate Machine	
Complete Designing Unit with Colour Digital Machine	
Generator facilities for 24 Hrs.	

**SECTION- XII**  
**FINANCIAL PROPOSAL**  
(To be submitted in Letter Head)

Sl. no.	Particulars	Specifications	Rate per Unit
1	Hoarding: Designing, Printing and installation of hoarding ( At the premises of the Deputy Commissioner Office at 1 per District)	<b>a) Size : 12 ft. X 8 ft. (flex)</b> i) Supporting structure : U-Channel iron post (6ft. X 3 ft.) and twin angle (2ft. X 2 ft.) with GI sheet ii) Depth of footing: 4 ft. footing inside the soil and height 20 ft. Bottom of the Board from foundation level 6 ft. iii) The thickness of the flex 13 ounces in solvent print	
	Hoarding: Designing, Printing and installation of hoarding (At the premises of the Deputy Commissioner Office at 1 per District)	<b>b) Size : 10ft. X 15 ft. (flex)</b> i) Supporting structure : U-Channel iron Post (4 ft. X 2 ft.) and twin angle (1.5 ft.X 1.5 ft.) with GI sheet. ii) Depth of footing: 4 ft. footing inside the soil and height 20 ft. Bottom of the Board from foundation level 6 ft. iii)The thickness of the flex 13 ounces in solvent print.	
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4	Table Calendar: Design, Printing supply of Calendar for the year 2020 including Assamese and English year along with a planner in the back side.	Size: 8.5x6.3 card size Paper Quality : 170 GSM Ware Binding : Black Ware binding Printing Type: Multi-Colour printing With Planner on the backside.	
5	Brochure: (Designing, printing and supply)	Specification: 1/8 Double Crown, 130 GSM art Paper (in side), 300 GSM cover, 12 pages, multi-coloured	
6	Leaflet: (Designing, printing and supply)	Specification: 1/8 Double Crown, 130 GSM art Paper (in side), 300 GSM cover, 1 page( Both Side ), multi-coloured	
7	Flex printing	<p style="text-align: center;">Quality &amp; Size</p> 6. Normal = 1x1 Sq Ft 7. Star = 1 x 1 Sq Ft 8. Vinyl = 1x1 Sq Ft 9. Eco Solvent= 1x1 Sq Ft 10. Solvent= 1x1 Sq Ft Supporting structure : best quality outer wooden frame of 3 inch X 2 inch, thickness of the flex : 13 ounces in	

8	Annual Administrative Report.(report handbook)	Designing, printing and supply. ¼ Demy, 130 GSM Art paper (in side), 300 GSM Art Paper (cover), Maximum of 100 pages, perfect binding with lamination, multi-coloured.	
9	Flipchart	Designing, Printing and Supply of Half Crown, 100 GSM Art Paper, 15 Pages,(with Cover) multi-coloured both side printing with hard lamination Flipchart with Black Spiral.	
10	Book on Success Stories	Designing, printing and supply. ¼ Demy, 250 GSM Art Paper, Maximum of 32 pages, Multi-coloured, perfect binding.	
11	Invitation Card/ Greetings Card with Envelop	25 cm X 18 cm, 300 GSM Art Paper, Multi-coloured, Single colour envelop.	
12	Diary	1/8 Double Crown, 100 GSM Map Litho, Maximum 400 pages, Bi-colour, High quality foam and Rexene with printing	
13	Folder.	Designing, printing and supply. Half Crown, 210 GSM, 3 fold, multi-coloured	
14	Social Media Creative	Design of Various Creatives, for Facebook and Whatsapp.	