

No:-MTL/PUR/230/Pt.II/2016/76

Date:- 14.09.2018

Type of Bid : **Limited Tender**
Bidding type : **Single Bid**
Bid closing On : **28.09.2018 at 14.00 hrs. (IST)**
Bid Opening On : _____

ASSAM GAS COMPANY LIMITED invites Limited tenders for printing and supply of following items :

Sl No.	Item code	Item Description	Unit	Qty
1	1307-0060	Corporate Calendar for the year 2019 (Wall Calendar) <u>Size:</u> 42 cm x 52 cm <u>No. of Pages:</u> 6 colour leaves + 1 fly leaves <u>Quality: of paper:</u> 120 GSM Indian Fine Art Paper (Super Lucky) for Date Sheets and 90 GSM (Maplitho) paper for the fly leaf. <u>Process of Printing:</u> Offset printing calendar is to be printed both the side of the main sheets and 04 (Four) Colour offset scanner to be used. Each side will have one calendar month. <u>Binding:</u> Good quality wire binding. Cost of each copy of corporate wall calendar inclusive of cost of conceptualizing photographs designing, paper printing, binding, etc. may be quoted.	Nos.	4000
2	1307-0034	Executive Diaries 2019 Size: 25 cm x 18.5 cm (approx) Screen printing of Co's Logo s on the cover of the Diary. Each Diary will also contain 04(Four) Pages printed Co's particulars. Cost of individual Name printing n the cover of Diaries must be quoted separately.	Nos.	600
3	1307-0034	Single Date Diaries 2019 Size: 23 cm x 17.5 cm (approx) Screen printing of Co's Logo on the cover of Diary. Each diary will also contain 4 (four) pages printed Co's particular.	Nos.	350
4	1307-0034	Double Date Diaries 2019 Size: 23 cm x 17.5 cm (Approx) Screen printing of Co's Logo on the cover of the Diary Each Diary will also contain 04 (Four) pages printed Co's particular	Nos.	300

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Terms & Conditions for Limited Tender

1. The bidder should quote their rates with applicable taxes etc. as per the FORMAT

Given below:-

Item No./ Mat. Code	Material Description	Unit	Rate/Unit (INR) (A)	GST @% (B)	Freight (C)	Amount/ Unit INR (FOR Duliajan) (A)+(B)+(C)=D	Qty (E)	Total Amount (INR) (D X (E))

2. The bidder has to quote with maximum discount. Two samples of each types of Diaries and calendar with design work in prescribed paper is to be submitted along with the offer attested with seal and signature.

3. The TOTAL AMOUNT shall be in figure as well as in words. No overwriting shall be allowed. In case of discrepancy, the rates quoted in words shall be considered to be correct.

4. Sealed envelope containing the bid duly filled in as per above Format on bidders letter head should reach Senior Manager (Materials)-HOD, Assam Gas Company Limited, Duliajan-786602, Dist. Dibrugarh (Assam) on or before the bid closing date and time as mentioned above. If the bid closing date happens to be holiday/bandh call then the next full working day will be considered as bid closing date.

5. The Sealed envelope containing the bid shall be marked at the top of the envelope with following details:-

- a) AGCL Tender No.
- b) Bid Closing date
- c) Bidder's Name
- d) Brief description of supply

The bid received without mention of above on the envelope shall not be accepted.

6. Bid received vide E-Mail/Fax/Telegram/Telex/Cable/ bid in open condition will not be accepted.

7. The company will not be responsible for any postal delay or non-receipt.

8. **Validity:** The bid must be valid for 120 (One Hundred Twenty) days from the date of opening of the bid.

9. **Delivery:** The delivery schedule is as under –

- i) 30days from the date issue of P.O /LOI
- ii) 15 days from the approval of proof copy.

The qualified bidder after award of the contract shall submit proof copy within 7 (seven)days for approval to AGCL. Delay in getting approval of proof copy shall automatically reduce the delivery period which shall be limited to 30 (thirty)days from the date of issue of Purchase Order.

10 **EMD:** The bidder has to submit D/D for an amount of Rs.10,000/- (Rupees Ten Thousand) only as EMD in the form of Bank Draft drawn in favour of Assam Gas Company Limited payable at Duliajan. The EMD will be forfeited by the company in case party fails to comply with the terms of the contract. The EMD of unsuccessful bidders shall be refunded after issue of the Purchase Order to the successful bidders.

The EMD of the qualified bidder who will be awarded the P.O,shall be released only after completion of all formalities of the Tender and P.O.

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11. **Liquidated Damage:** The completion of delivery of the entire quantities of materials as mentioned above within the schedule date of completion of delivery shall be deemed to be the essence of the contract. In case of delay in delivery of the quantities within the stipulated period, unless such delay is attributable to owner (AGCL) or due to Force Majeure, there will be reduction in contract value @ 0.5% for undelivered quantities of materials for each week of delay or part thereof subject to maximum of 5% of the total contract value, as liquidated damage. The Liquidated Damage charge shall be recovered from the supplier's bill / invoice.

12. **Payment :** 100% (Hundred Percent) payment shall be made to the supplier within 30 (thirty) days after receipt and acceptance of the items subject to receipt of invoice with all relevant documents.

13. Conditional bids are liable to rejection at the sole discretion of the Company.

14. **Applicability of Law & Jurisdiction :** The Order shall be governed and interpreted in accordance with the applicable laws of India and Dibrugarh Courts in the State of Assam shall have exclusive jurisdiction.

15. The Company reserves the right of rejecting any or all bids accepting any bid in part, without assigning any reason.

Thanking You,

Yours faithfully,

For and on behalf of MANAGING DIRECTOR