



ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office:(FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520Web: www.aegcl.co.in



TENDER DOCUMENTS

Work: Printing & Supplying of 2020 Wall & Table Calendars

SI No.	Particulars	Specification & Quantity	Quantity	Rate including GST (in figure & words)
TABLE CALENDAR				
1	Size	9.5" X 8"	500 nos.	
	Page/Sheet	1 fly leaf plus 12 leaves		
	Printing	4 colour all through		
	Paper	190 GSM imported Mont Blac art card for all pages		
	Treatment	Full UV coat with cutting, gathering, finishing		
	Binding	3.1 wire- O punching		
	Stand	9.5" X 9" 1100 GSM Grey Chip Board		
	Stand inside pasting	Plain wood free (M/L), 100 GSM with gloss lamination		
	Packaging	Each calendar to be properly packed in paper envelope with branding		
WALL CALENDAR				
2	Size	17" X 22"	3000 nos.	
	Paper	130 GSM superior quality glossy art paper		
	Page/Sheet	1 fly leaf plus 6 leaves on both side printing		
	Cover Page	100 GSM glossy art paper		
	Process of Printing	Multi colour offset printing		
	Printing	The date sheets to be printed on both sides, each side having date list of single months		
	Colour Scheme	Date sheets in multi colour & fly leaf in single colour		

Seal of the Firm/Agency

Full Signature

Name of the Firm/Agency

Address

Phone no

Email-id

Detail profile of the Firm/Agency (Photo copies to be attached)

Regd. No. of the Firm/Agency

Date

GSTIN No.

PAN No.

N.B. Terms & Conditions of the quotations is given below.



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TERMS & CONDITIONS

1. The tender should reach us within the stipulated time and date in sealed cover.
2. The quotation should be to be super scribed on the sealed cover as "Tender for Printing & Supply of Calendar of AEGCL for the year 2020".
3. The design and layout shall be provided to the tenderer by AEGCL.
4. The Cost of Tender papers is Rs. 2000/- (Two Thousand) only in the form of DD/Bankers' Cheque drawn in favour of the "Managing Director, AEGCL, Bijulee Bhawan, Paltanbazar, Ghy-01" payable at Guwahati failing which the tender will not be considered as valid.
5. The Calendar shall be separately packed containing 20 pieces each and delivered at Bijulee Bhawan and 42 designated offices of AEGCL within the state of Assam (the details will be informed in due course).
6. The Sundays and other holidays should be printed in the Calendar in red colour. The restricted holidays should be printed in blue colour.
7. The rate should be inclusive of GST & all kinds of duties (if any) and commercial packaging, freight, forwarding, insurance, etc.
8. Fabrication: TOP mounting by wire 'O' with aluminium hook.
9. Calendar shall reach us within 15 days from the date of issue of the work order.
10. Proof of similar work done earlier must be submitted.
11. After supply of all calendars, 90 % payment will be released within 15 days from the date of submission of bill and rest of 10 % shall be released after one month from the date of receipt of the Calendar if no defect/damage is noticed. Cost of defective/damaged Calendars shall be deducted proportionately.
12. In case of failure to supply all Calendars by the stipulated date, penalty @ 1 % on the accepted tender value for each day delay will be deducted from the bill.
13. The GM (HR), AEGCL reserves the right to cancel or accept/reject any tender without assigning any reason thereof.
14. The GM (HR), AEGCL also reserves the right to accept any quotation irrespective of the price bid and not bound to accept the lowest quotation.

SIGNATURE OF THE QUOTATIONER WITH SEAL