

OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

(An ISO 9001:2008 Certified Organization)

Website: www.gmda.co.in
E-mail: ceo.gmda-as@nic.in

Tel: 0361-2529650/9824
Fax: 0361-2529991

No. GMDA/DEV/114/2020/2

Dated: 21.11.2020.

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed printers/ firms/advertising agencies having registered office in Guwahati and registered with DAVP (BOC) as print media creative agency with experience of bringing out Coffee Table Books/ Illustrated books for the last 7 years for 3/ 4 Government of India Ministries/ PSUs/ State Governments or their Departments for designing and printing of a Coffee Table Book - "Forever Guwahati".

The dully filled in Tenders (Both Technical and Financial Bids) with application fee of Rs 500/- and EMD of Rs. 20,000/- (Rupees Twenty Thousand) only may be submitted to the Chief Executive Officer, Guwahati Metropolitan Development Authority, Bhangagarh, Guwahati -781005 by 03:30 pm on 1st December, 2020 at the latest. Technical Bids will be opened on the same day at 3:30 pm. The Financial Bids of only technically qualified participants will be opened later on, in another date. Tender document may be downloaded from the GMDA website www.gmda.assam.gov.in.

sd/

(Umananda Doley, IAS)
Chief Executive Officer

Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati-5

Memo No. GMDA/DEV/114/2020/2-A

Dated: 21.11.2020.

Copy to:

1. The DIPR, Dispur, Guwahati-6, with a request to publish the tender notice in Assam Tribune and one issue of Assamese local daily having wide circulation.
2. The Secretary, GMDA for information.
3. The Chief Accounts Officer, GMDA for information.
- ✓ 4. Sri Satyajit Bora, ICT Consultant, GMDA to publish in the GMDA Website.
5. P.S. to the Chairman, GMDA, for kind appraisal of Hon'ble Chairman.
6. Office notice board.



Chief Executive Officer
Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati-5



**TENDER DOCUMENT
FOR
COFFEE TABLE BOOK**

NIT NO. No. GMDA/DEV/114/2020/2 Dated: 21 .11.2020

**GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005**

OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

(An ISO 9001:2008 Certified Organization)

Website: www.gmda.co.in
E-mail: ceo.gmda-as@nic.in

Tel: 0361-2529650/9824
Fax: 0361-2529991

**TENDER FOR DESIGNING AND PRINTING OF A COFFEE TABLE
BOOK - "FOREVER GUWAHATI"**

Sealed tenders are invited from Agencies registered with DAVP for designing and printing of the 2nd Edition of a Coffee Table Book - "Forever Guwahati". The tender documents may be downloaded from GMDA website www.gmda.assam.gov.in. The Tender Documents/ Forms (both Technical and Financial Bids) are required to be filled up and submitted along with Earnest Money Deposit and Tender Form Fee. The job is required to be done on priority basis as per the following specifications & terms & conditions. Participants may go through the soft copy of the 1st Edition of Coffee Table Book will be available in GMDA website www.gmda.assam.gov.in. **In this new edition minor changes may be required with designing and printing of 5 to 10 pages, only printing will be required for 152 pages.**

1. Name of the job: Designing and printing of a Coffee Table Book - "Forever Guwahati".
2. Size of publication: 11" x11"
3. Number of pages: 170 (One Hundred Seventy) without cover
4. Paper :
Cover : 170 GSM Imported Art Paper
Inside : 170 GSM Imported Art Paper
5. Print order: 2000 copies (centre stitched)
6. Printing: The selected agency has to design the artwork based on the given data and photographs and print after approval of the GMDA
7. Colour: Multi-Colour
8. Time for delivery: The job is to be completed on or before 30th December, 2020
9. Packing & forwarding: The books should be duly packed in brown papers, tied-up into suitable bundles of 50 each to ensure safety of the contents so as to avoid loss or damage in transit
10. Delivery: The selected agency will, at his own cost, deliver the printed copies as per numbers at the addresses as mentioned below on or before 20th December 2020

The Chief Executive Officer,
Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati -781005

OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGGARH, GUWAHATI-781005

(An ISO 9001:2008 Certified Organization)

Website: www.gmda.co.in
E-mail: ceo.gmda-as@nic.in

Tel: 0361-2529650/9824
Fax: 0361-2529991

11. Artwork: Artwork will be the property of the GMDA
(to be given in a CD by the Printer)
12. Earnest Money Deposit: Rupees 20,000/- (Rupees Twenty Thousand) only in
the form of Bank Draft/Pay Order in favour of
"The Chief Executive Officer, Guwahati
Metropolitan Development Authority", payable at
Guwahati to be submitted along with quotation
13. Tender Form Fee: Bidders have to submit Tender Form fee of Rs.
500/- in the form of Bank Draft/ Pay Order in favour
of The Chief Executive Officer, Guwahati
Metropolitan Development Authority, payable at
Guwahati to be submitted along with quotation
14. Penalty for delay and
job mistakes: 5% penalty for every week's delay subject to a
maximum of 10% of the total cost of job.

Further, the Guwahati Metropolitan Development Authority reserves the right to terminate the job if the performance of the agency is not satisfactory.

Agencies are requested to send the offer in the Tender Form inclusive of all taxes & all other charges for designing and printing in sealed cover in the name of The Chief Executive Officer, Guwahati Metropolitan Development Authority, Bhangagarh, Guwahati - 781005 so as to reach latest by 3.00 PM on 1st December, 2020. Participants are requested to submit Financial and Technical Bids in separate sealed covers superscribe 'Technical Bid' and 'Financial Bid' on the respective covers and both the sealed envelopes (Technical and Financial) are to be placed in a single cover which to be sealed and superscribed "Tender for Coffee Table Book" and submitted to the Chief Executive Officer, GMDA. The Earnest Money and Tender form Fee should be submitted with the Technical Bid. Guwahati Metropolitan Development Authority reserves the right to reject any or all the offers without assigning any reason. Technical Bids of the tenders will be opened on the same day at 3.30 PM. In case of unscheduled holiday in the date of opening of tender, the tender will be received and opened in the next working day at the same time. Tender shall remain valid for a period of 180 days from the date of submission of tender.



(Umananda Doley, IAS)
Chief Executive Officer
Guwahati Metropolitan Development Authority
Bhangagarh, Guwahati-5



OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STATFED BUILDING, BHANGAGARH, GUWAHATI-781005

(An ISO 9001:2008 Certified Organization)

Website: www.gmda.co.in
E-mail: ceo.gmda-as@nic.in

Tel: 0361-2529650/9824
Fax: 0361-2529991

TECHNICAL BID FORM FOR DESIGNING AND PRINTING OF A
COFFEE TABLE BOOK - "FOREVER GUWAHATI"

1	Name of the Agency	
2	Address (With Contact No. and Mail ID)	
3	DAVP(BOC) Registration details as print media creative agency (Enclose proof)	
4	GST Regn. No. (Enclose proof)	
5	PAN No. (Enclose copy of IT return for the last 3 financial years)	
6	Trade License No. (Enclose a copy)	
7	Numbers of Coffee Table Books/ Illustrated books have been brought out by your agency so far? (Enclose a sample)	
8	Experience in undertaking similar works for the last 7 years [Enclose copy of work orders]	
9	Have you ever been debarred/ black listed by any organization? If so, give details	
10	Tender fee details	
11	EMD details	

Company Seal

Signature

**OFFICE OF THE GUWAHATI METROPOLITAN DEVELOPMENT AUTHORITY
STAFFED BUILDING, BHANGARH, GUWAHATI-781005**

Website: www.qmda.assam.gov.in
E-mail: ceogmdaghy@gmail.com

Tel: 0361-2529650,
0361-2529824
Fax: 0361-2529991

FINANCIAL BID FORM

**FINANCIAL BID FORM FOR DESIGNING AND PRINTING OF A
COFFEE TABLE BOOK - "FOREVER GUWAHATI"**

Item Description	Amount in Rs
Cost for research, content development, designing and printing of 2000 copies of Coffee Table Book on Guwahati of size 11" X 11" consisting of 170 inside pages to be printed in multicolor on 170 GSM gloss finished imported art paper, cover to be printed in multi colour on 170 GSM imported art paper and pasted on the hard bound, jacket cover to be printed in multi colour on 170 GSM gloss finished art paper inclusive of the cost of visualizing, artwork, layout, printing, processing, jute stitching binding, polythene wrap sealing, research, content development and approximately 150 photographs.	
GST @ ____ %:	
Total:	

Item Description	Amount in Rs
Cost for increase/decrease of one format of 4 inside pages for 2000 copies	
GST @ ____ %:	
Total:	

Company Seal

Signature