

# **Request for Expression of Interest for “Design, Printing and Supply of office stationeries items for AIWTD Society”**

## **1. INTRODUCTION**

1.1 With an objective of transforming the quality of inland water transport services and integrating high quality passenger, cargo and vehicle ferry services into Assam’s wider transport network, the Government of India has applied for financing from the World Bank to the tune of 150 Million USD towards the cost of the “Assam Inland Water Transport Project” (AIWTP). Govt. of Assam has constituted the Assam Inland Water Transport Development Society (AIWTDS) to implement the Assam Inland Water Transport (AIWT) Project with World Bank’s financial and Technical Assistance.

## **2. PURPOSE**

2.1 Expression of Interest is invited by the AIWTD Society in sealed envelope in the prescribed format from reputed Printing Press/Advertising Agencies/Suppliers for designing, printing and supply of Stationery for one year.

## **3. SCOPE OF WORK**

The applicant, as and when needed, will be required to:

- 3.1 To provide conceptualization and creative input during the layout and design process;
- 3.2 Facilitate in selection of various stationary items, its specification and quality of the product;
- 3.3 Printing and Supply of designed office stationeries;
- 3.4 Designing and printing of folder/brochures/pamphlets
- 3.5 Designing, Printing & binding of in-house journals/newsletters, annual reports and other related printing jobs.

## **4. ESSENTIAL ELIGIBILITY CRITERIA (EEC)**

The applicant should fulfill the following criteria:

- i. The applicant must be a Proprietorship/Partnership or a Company registered in India (Pan Card, Registration Certificate etc.)
- ii. It must have a valid GST registration.
- iii. It must be in the similar line of business for at least 3 years and must have state-of-the-art machinery with good infrastructure
- iv. Have experience of supplying such materials and providing such services in Govt./Semi Govt./Autonomous body/Large Corporate.  
(Self-attested copies of such experiences should be enclosed along with this application)
- v. It should not have been blacklisted by any Central /State Government / PSU.

## **5. COMPETENCY AND EXPERTISE REQUIREMENTS**

- 5.1 Adequate in-house capacity to meet the requirements of in editing, layout, design and printing
- 5.2 Be cost effective in the approach to this project;
- 5.3 Must have an detailed understanding of the scope of work(SoW);

## 6. List of Stationery Items (Proposed) to be Printed in Biligual (Assamese and English) format

Si No	Name of Item	Indicative Specification
1	Personalized Wiro Notepad/Planner	Size : 5.5" x 8" (A5 size) Binding : Metal Wiro Binding Paper density: 70 GSM or above Paper Single Ruled Pages :120-140 pages with B&W design based illustrations on each page Cover : 350-400 GSM Matt laminated cover; Digitally printed with customized design(Multi-color) and Organization related information on Cover and Back
2	Coasters	Set of 4 coasters preferably with stand and cardboard Box Size of each coaster: 90 mm x 90 mm approx.(may vary) Material: MDF fiber /Wood/Metal Shape : Square/Round Printing: Digitally printed with customized design/illustration
3	Presentation Folder	Paper: 300 GSM Matt/Gloss Art, Cover Finishing: Both side Lamination Size: A4 (9"x 12") Print: Full Color Print on Front and back cover Inside: Plain White Inside: 1/3 size pocket on right side Cover: Customised design/illustration Folding Style: Half Fold
4	Envelope	Design : Customised with organization name & logo in Full color(one side) Paper: Smooth, matte, bright white/Ivory, Premium 100-115 gsm with lamination  Size: 9.5 inches x 4.5 inches 9 inches X 12 inches
5	Pens	Personalised with single colour, single line of organization name & design print ( will depend on Pen size) Make: Luxor/ Pierre Cardin/ Parker or equivalent Printing Type : Laser Printing/Laser Engraving Pen Type : Roller /Ball
6	Letter Head	<ul style="list-style-type: none"> <li>• Full colour printing</li> <li>• Smooth finish matte paper</li> <li>• Acid-free paper for durability</li> <li>• 120 gsm (Bond/Natural Evolution / Glode Fine Paper or equivalent),</li> <li>• Ivory or White</li> </ul>
7	Letter Head	<ul style="list-style-type: none"> <li>• Full colour printing</li> <li>• Smooth finish matte paper</li> <li>• Golden embossed and Glossy Emblem</li> <li>• 120 gsm (Bond/Natural Evolution / Glode Fine Paper or equivalent),</li> <li>• Ivory or White</li> </ul>
8	Business Card	<ul style="list-style-type: none"> <li>• Art card 300GSM Matt/ Natural Evolution 280 GSM or similar paper</li> <li>• Multi-Color Digital Print on one side</li> <li>• Gloss/Matt Lamination on one side</li> </ul>
9	Diary	<ul style="list-style-type: none"> <li>• Cover Material : Fine Leatherite/Hard Bound</li> <li>• Paper Quality : 70 GSM Double color</li> <li>• Monthly Planner</li> </ul>

		<ul style="list-style-type: none"> <li>• Month Cut : 1 date month cut</li> <li>• Year : 2019</li> <li>• No of pages : 400</li> <li>• Color : Multi color</li> <li>• Size : 7.5" x 10" approx. (may vary)</li> <li>•</li> </ul>
10	Desk Calender	<ul style="list-style-type: none"> <li>• 300-350 Gsm Paper</li> <li>• Gloss/Matt Laminate</li> <li>• Wiro Binding</li> <li>• Printing Type : Digital</li> <li>• Leaves : 6</li> </ul>
11	Wall Calender	<ul style="list-style-type: none"> <li>• Large size(28 x 37 cm or similar)</li> <li>• Premium Glossy Paper</li> <li>• 200-210 GSM</li> <li>• Leaves : 12 Plus cover</li> </ul>

## 7. IMPORTANT INFORMATION FOR APPLICANTS:

7.1 All applicants must make a presentation of design concepts and their samples of proposed items before the Authority to facilitate in finalization the product specifications and quality. The said presentation will tentatively be held on :

Date: 7 December, 2018  
Time: 11.00 am  
Venue: AIWTDS Office  
3<sup>rd</sup>Floor, Directorate of Inland Waterways Building  
Ulubari, G.S. Road  
Guwahati – 781007

7.2 EoI applications as per Annexure -II complete in all respects cover must be submitted in a sealed envelope by hand or by registered post to:

Additional State Project Director (ASPD),  
Assam Inland Water Transport Development Society,  
3<sup>rd</sup> Floor, Directorate of Inland Water Transport, Assam  
Ulubari, Guwahati – 781007

By no later than **Dec 04, 2018 at 16.00 hrs**

7.3 The EoIs will be opened on Dec 04,2018 at 16.30 Hrs at office of AIWTD Society.

Sd/-

(BB Dev Choudhury, ACS)

Additional State Project Director  
Assam Inland Water Transport Development Society  
Ulubari, Guwahati- 781007, Assam

## Annexure-I

### **Instructions to the Bidders and Terms & Conditions**

1. The applicant need to submit the Expression of Interest as per Annexure-II only.
2. The design concepts and samples of the proposed stationery items in line with the indicative specifications has to be presented before the Authority for approval on the date fixed for the presentation
3. The applicant can propose samples of higher/better quality or specifications than the ones indicated in Clause 6 of EoI above. Unapproved samples shall be duly returned to the Applicant
4. The details of quantity, quality, design, specifications, make/brand and colour will be fixed on the basis of the presentation of samples and subject to the requirement of the AIWTD Society.
5. Post the presentation, the Shortlisting will be done based on:
  - 5.1 Design concepts and layout
  - 5.2 Samples of stationery items recommended
  - 5.3 Previous similar works with various clients and ability to execute the work
  - 5.4 Cost Effectiveness
6. The shortlisted firms will then be asked to submit quotations for the approved stationery items as and when called for.
7. The shortlisted firms may be asked from time to time to also design, print and supply journals/newsletters, annual reports, brochures, pamphlets and other related printing jobs as and when required and submit quotes for the same.
8. Rates must be quoted excluding GST but inclusive of all other applicable taxes (if any) against the items and must be valid for a period of minimum period of 1 year
9. Self-certified photocopies of Trade License, PAN Card, GST Registration and Bank detail /Cancelled Cheque needs to be submitted later at the time of bid failing which the quotation will be rejected.
10. The AIWTD Society will evaluate and compare the quotations determined to be substantially responsive i.e. which
  - (a) are properly signed; and
  - (b) conform to the terms and conditions and specifications.The Quotations would be evaluated for all the items together excluding of GST.
11. Award of Contract

AIWTD Society will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
12. The EoI applicants who have been shortlisted will be empaneled for at-least 1 and will be notified accordingly.
10. AIWTDS reserves the right to:-
  - a) Accept or reject any or all the EOI offered without assigning any reasons.
  - b) Withdraw/Cancel the tender process without assigning any reasons thereto.
  - c) Disqualify the bidders blacklisted by Central/State Govt./Public Sector Units/Autonomous Bodies or whose contracts have been terminated on account of poor Performance.

ANNEXURE – II

**Format for Application and Essential Eligibility :**

1.	<b>Name of the Applicant /Firm</b>	
2.	<b>Address of the Firm</b>	
3.	<b>Contact Number</b>	
4.	<b>Email</b>	
5.	<b>Name of the Contact person :</b>	
6.	<b>Status of the applicant: Proprietary concern/Partnership firm/Ltd. Company/Other (Documentary proof to be enclosed)</b>	
7.	<b>PAN No : (Copy to be furnished)</b>	
8.	<b>GST No (Copy to be furnished)</b>	
9.	<b>Bank Account Details :</b>  <b>Bank Name:</b>  <b>Branch Name:</b>  <b>Account No :</b>	
10.	<b>Whether the firm has been in similar line of business for at least 3 years and has state-of-the-art machinery with good infrastructure?  (Details may be provided)</b>	
11.	<b>Details of experience of supplying stationery materials and providing such services in Govt./Semi Govt./ Autonomous Body.  (Please furnish supporting documents such as Order copy, Completion certificate etc)</b>	
12.	<b>EOI firm/Entity should not have been blacklisted by any Central /State Government / PSUs  (Self Declaration to be attached)</b>	

**DECLARATION**

1. I / We..... (Names of proprietor(s) / partners or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
2. I / We also hereby declare that all matters related to AIWTD Society shall be treated a confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Smti/Shri..... whose signatures are appearing below, is / are the authorized representative(s) of the firm.
4. I / We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
5. I / We assure that if shortlisted /empaneled/, the firm will serve the Institute for a minimum period of one year.
6. I / We have read and understood all the Terms and Conditions as per ANNEXURE I of AIWTD Society as mentioned in this document and consciously agree to EOI by them.

**Signature of Partners/Proprietors/Authorised Signatory: .....**