



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

No.17PSC/Sty-1/2024-25

Dated Guwahati, the 8th Jan., 2025

SHORT QUOTATION NOTICE FOR RATE CONTRACT

Sealed short quotations are invited with court fee of Rs. 8.25 from experienced firm/agency for the following works relating to conduct of various Examinations by the APSC for one financial year.

SI. No.	Particulars
1.	Black and white printing of attendance sheets in duplicate, with photos and signatures on legal-size paper and packaged venue-wise in laminated envelope
2.	Printing of seat labels on sticker papers.

Terms and conditions and relevant documents to be submitted with the tender:

1. The firm should submit up-to-date trade license based in Assam, PAN card, GST registration certificate.
2. The firms should submit a self-declaration that they have never been blacklisted by any State Government/Central Government or any State/Central PSU as per Annexure-I.
3. Vendor profile as per Annexure-II
4. Work experiences of same nature (please enclose proof of experience)
5. An Earnest Money Deposit (EMD) of Rs.5000.00 (Rupees Five Thousand) only
6. Rate offered per page of printing as per Annexure -III

The quotations will be received by the undersigned up to 3:00 PM of **30-01-2025** and will be opened on the same day at 03.15 PM.

The Tender committee reserves the right to accept or reject any / all the quotations without assigning any reason thereof.

For further details, Annexure format & updates please refer to official website of APSC www.apsc.nic.in & <https://sppp.assam.gov.in>


Secretary,

Assam Public Service Commission,
Jawaharnagar, Khanapara, Ghy-22

Memo No.17PSC/Sty-1/2024-25

Dated Guwahati, the 8th Jan., 2025

Copy to:-

1. The DIPR, Assam, Dispur, Guwahati-6 for information and publication of the said notification in all leading Newspapers of Assam for wide circulation.
2. Finance & Accounts Officer, APSC.
3. The Programmer, A.P.S.C. for uploading in the A.P.S.C.'s website.
4. Notice Board.


Secretary,

Assam Public Service Commission,
Jawaharnagar, Khanapara, Ghy-22

Details of Tender:

- 1) The attendance sheets should be printed in duplicate on legal-sized paper, including the photo and signature of each candidate. Seat labels should be printed on sticker paper. Additionally, the printed attendance sheets and labels must be packed according to the venue and examination session.
- 2) The Printing of attendance sheet and labels will be based on examination wise. There shall be work order before each examination and the selected firm will have to submit the printed attendance sheet and labels on or before 7 days of the date of examination.
- 3) The candidate's data will be provided to the concerned firm before examination via email only.
- 4) The format of attendance sheet shall be provided by this office.
- 5) The printed document must be submitted to the office of the Assam Public Service Commission, Khanapara, Guwahati-22 by hand only.
- 6) The selected firm will have to enter into an agreement before commencement of the work.
- 7) The agreement shall be ceased at any point of time if the selected firm fails to meet the time bound and errorless printing works as desired by the Commission.
- 8) The firm should have a workshop/office preferably within greater Guwahati.
- 9) The rate furnished should be inclusive of GST and any other charges.
- 10) The tender should be accompanied by a demand draft for Rs. 5,000/- (Rupees Five thousand) only in favour of "Secretary, Assam Public Service Commission, Khanapara, Guwahati" as earnest money payable at Guwahati. It should be attached with the tender documents, failing which the tender will be rejected. The earnest Money Deposit (EMD) shall be refunded to the unsuccessful bidders after awarding of the service contract to the successful bidders.
- 11) The agreement shall be valid for a one financial year.
- 12) No revision of rates shall be made at any point of time during the contract period.
- 13) The payment shall be made after completion of works only. No advance payment would be made in any case.
- 14) Bidders who seek to appeal against any decision, action or omission regarding this particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first appellate authority is as mentioned below:

First Appellate Authority
Pinkie Borgoyari, ACS Joint Secretary, Assam Public Service Commission Jawaharnagar, Khanapara, Ghy-22


Secretary,
Assam Public Service Commission,
Jawaharnagar, Khanapara, Ghy-22

ANNEXURE-I

Declaration

I/We having our office as mentioned below and declare that I
/We have never been blacklisted by any State Government/Central
Government or any State/Central PSU.

Date:

Place:

Signature :

Name :

Designation:

Name of Agency

Address

ANNEXURE-II

VENDOR PROFILE

1)	Name of the Firm/Company	
2)	Name of the Proprietor/Partner/Directors of the Organisation/Firm:	
3)	Registration details	
4)	GST Registration No.	
5)	PAN details	
6)	Address of office through which the proposed work of the APSC will be handled and the name and designation of the Officer-in-charge	
7)	Contact Number	
8)	e-mail ID	
9)	No. of full time Tech. personnel currently on roll	
10)	No. of years of Proven experience of providing similar Services	

Date:

Place

Signature:

Name:

Designation:

ANNEXURE-III

Rate Format

Sl. No.	Particulars	Rate offered per page of printing including GST
1.	Black and white printing of attendance sheets in duplicate, with photos and signatures, on legal-size paper and packaged venue-wise in laminated envelope	
2.	Printing of seat labels on sticker papers	
Total Rate (including GST)		

In Words=

Signature:

Name of Firm:

Address: