



OFFICE OF THE MANAGING DIRECTOR
ASSAM STATE TRANSPORT CORPORATION, PALTANBAZAR
GUWAHATI-781008

Ref no: ASTC/H.O/STY/20-21/ 9128

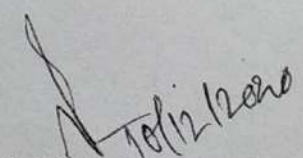
Date: 10/12/2020

RE - TENDER NOTICE

Sealed tender are invited from interested reputed authorised firm for printing and supply of the following group of items, which will be received by the undersigned up to 1 pm on the last date shown against each group of items given below and will be open on the same day at 3 pm.

Sl no	Name of the items	Date of Tender form issue	Last date of receipt
1	ASTC Wayside Ticket Book	11-12-2020	29-12-2020
2	P.O.B Wayside Ticket Book	11-12-2020	29-12-2020
3	ASTC City Bus Ticket, SFT Ticket and A/C Airport Ticket	11-12-2020	29-12-2020
4	General Stationery Items	11-12-2020	30-12-2020
5	Computer Stationery Items Money Receipt, Time Sheet(General and JnNURM)	11-12-2020	30-12-2020
6	Cash Book, D/Oil Cash Memo, Summary Sheet, Numerical Ledger Sheet, Bin card, Long Sheet, etc	11-12-2020	30-12-2020

The bidder must submit their bid documents in prescribed forms and details which may be collected from the Stationery Section, ASTC,H.O, Paltanbazar,Guwahati-08 on payment of Rs.500/-(Rupees Five Hundred Only) in Cash as tender fee (non Refundable) for each group of items or else the tender document can be downloaded from the website of ASTC, "www.astc.assam.gov.in" and the tender fee of Rs.500/-(Rupees Five Hundred Only) can be submitted in the form of demand draft in favour of "**Managing Director, Assam State Transport Corporation**", which must be submitted along with the bid documents.


Chief Engineer (A&T)
ASTC,Paltanbazar, Guwahati-08

CATEGORY NO 1

TENDER FOR ASTC WAYSIDE TICKET BOOK

Office of the Managing Director
ASSAM STATE TRANSPORT CORPORATION
Paltan Bazaar, Guwahati - 8

SPECIFICATION OF ASTC WAY SIDE TICKET

1. The sample of the ticket must be enclosed with the form.
2. No. of tickets in a book will be 100 pages in duplicate.
3. Paper must be with ground printing of "UNDER Assam State Transport Corporation".
4. Quick response (QR) must be printed on every page of the ticket book, as per the sample enclosed.
5. The logo of ASTC in lighter color must be printed on the page of the ticket book as per the sample enclosed.
6. Serial no. of the tickets starting from 000001-100000 for every series.
7. Book must be bounded with brown cover paper and book serial no.
8. The quality of the paper should be of superior quality. (7.4 kg)
9. The size of the ticket book should be 15cm X 8.5 cm
10. Note on the back side of the duplicate copy of the ticket must be inscribed as below:

NOTE: FOR ATTENTION OF PASSENGER CANCELLATION CHARGES

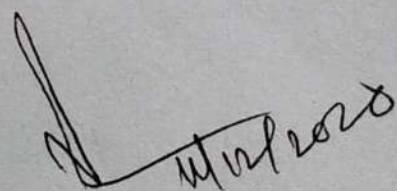
- a) 10% of total fare more than 4 hours of departure time
- b) 50 % of total fare upto 1 to 4 hours ahead of departure time
- c) 10% of the total fare will be charged extra, in addition to (a) and (b) above if the ticket has been issued by an agent.

TERMS AND CONDITIONS

1. The tender must be in closed sealed cover " QUOTATION FOR ASTC WAYSIDE TICKET" must be inscribed in the cover and name of the party.
2. Earnest money of Rs. 20,000/- (Rupees Twenty Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.

TERMS AND CONDITIONS

1. The tender must be in closed sealed cover "Quotation for ASTC Wayside Ticket" must be inscribed in the cover and name of the party.
2. Earnest money of Rs.20,000/- (Rupees Twenty Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.
5. Documentary evidence of past performance of similar assignments must be enclosed along with the tender.
6. Receipt of the tender will close on 29.12.2020 at 1 PM. No tender shall be accepted after the closing date and time.
7. License No. and Registration No. of the firm must be enclosed along with the tender, else the tender will not be considered.
8. Earnest money of unsuccessful tenderer will be refunded after the finalization of the work of allotment.
9. Successful tenders will be intimated after acceptance of their allotment and job order will be issued. The earnest money of the successful tenderer will be converted into security deposit. Earnest Money will be forfeited if any tenderer fails to carry out the work after allotment of printing order.
10. The Managing Director, ASTC reserves the right to accept or reject any tender and cancel the tender notice with assigning any reason whatsoever.
11. The tender offers must be given in the tender format given in the tender format.



Chief Engineer (A&T)
ASTC, Paltanbazar, Guwahati - 8

ASSAM STATE TRANSPORT CORPORATION

::GUWAHATI::

TENDER FORM

1. Name of the owner :-
2. Address for communication :-
3. Name of the Press :-
4. Location (in details) :-
5. License No. with registration Certificate etc. :-
6. G.S.T. No. of the firm :-
7. Previous printing experience :-
if any -
a)With ASTC. :-
b)Other Govt. Deptt/Undertakings :-
8. Rate offered in Rupees per Ticket book inclusive G.S.T :-
9. Particular of E/Money :-
10. List of enclosed document with the tender :-

**Seal and Signature of the
Owner/Authorizes person of
the press:**

CATEGORY NO 2

TENDER FOR P.O.B WAYSIDE TICKET BOOK

Assam State Transport Corporation
::Guwahati::

P.O.B

**Tender Form for supply of POB wayside ticket under
ASTC vehicle
Specification of Tickets**

1. The sample of the tickets may be inspected in the stationery office of H.O. ASTC Guwahati during office hours.
2. No. of tickets in a book will be 100 pages in duplicate.
3. Paper must be with ground printing of "UNDER Assam State Transport Corporation".
4. Serial no. of the tickets starting from 000001-100000 for every series.
5. Book must be bounded with brown cover paper and book serial no.
6. The quality of the paper should be of superior quality. (7.4 kg)
7. The size of the ticket book should be 17 cm X 8.5 cm
8. Note on the back side of the duplicate copy of the ticket must be inscribed as below:

NOTE: FOR ATTENTION OF PASSENGER CANCELLATION CHARGES

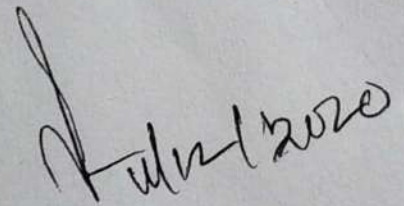
- a) 10% of total fare more than 4 hours of departure time
 - b) 50 % of total fare upto 1 to 4 hours ahead of departure time
 - c) 10% of the total fare will be charged extra, in addition to (a) and (b) above if the ticket has been issued by an agent.
9. The logo in ASTC in light color must be printed on the main tickets with ground printing.

TERMS AND CONDITION

1. The tender must be in closed sealed cover " QUOTATION FOR P.O.B. WAYSIDE TICKET" must be inscribed in the cover and name of the party.
2. Earnest money of Rs. 20,000/- (Rupees Twenty Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.

TERMS AND CONDITIONS

1. The tender must be in closed sealed cover "Quotation for P.O.B. Wayside Ticket" must be inscribed in the cover and name of the party.
2. Earnest money of Rs.20,000/- (Rupees Twenty Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.
5. Documentary evidence of past performance of similar assignments must be enclosed along with the tender.
6. Receipt of the tender will close on 29.12.2020 at 1 PM. No tender shall be accepted after the closing date and time.
7. License No. and Registration No. of the firm must be enclosed along with the tender, else the tender will not be considered.
8. Earnest money of unsuccessful tenderer will be refunded after the finalization of the work of allotment.
9. Successful tenders will be intimated after acceptance of their allotment and job order will be issued. The earnest money of the successful tenderer will be converted into security deposit. Earnest Money will be forfeited if any tenderer fails to carry out the work after allotment of printing order.
10. The Managing Director, ASTC reserves the right to accept or reject any tender and cancel the tender notice with assigning any reason whatsoever.
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ASSAM STATE TRANSPORT CORPORATION

::GUWAHATI::

TENDER FORM

1. **Name of the owner** :-
2. **Address for communication** :-
3. **Name of the Press** :-
4. **Location (in details)** :-
5. **License No. with registration Certificate etc.** :-
6. **G.S.T. No. of the firm** :-
7. **Previous printing experience if any -** :-
 - a) **With ASTC.** :-
 - b) **Other Govt. Deptt/Undertakings** :-
8. **Rate offered in Rupees per Ticket book inclusive G.S.T** :-
9. **Particular of E/Money** :-
10. **List of enclosed document with the tender :-**

**Seal and Signature of the
Owner/Authorizes person of
the press:**

CATEGORY NO 3

**TENDER FOR ASTC CITY BUS TICKET, SFT TICKET AND
A/C AIRPORT TICKET**

ASTC STATE TRANSPORT CORPORATION
:: GUWAHATI ::

**TENDER FROM FOR PRINTING AND SUPPLY OF ASTC CITY BUS TICKET, A/C AIRPORT TICKET
AND S.F.T TICKET**

SPECIFICATION OF TICKETS

1. ASTC CITY BUS TICKET:

- a. No. of ticket in a book will be 100 pages only.
- b. Paper of the ticket book must be with ground printing by "ASSAM STATE TRANSPORT CORPORATION" by separate ink for every denomination.
- c. Serial number of the tickets starting from 00001 to 100000 every denomination.
- d. Colour of the ground printing must be changed every denomination.
- e. The quality of the paper must be of be 6.9 kg (Superior Quality).
- f. The size of the ticket book 4.5 x 10 cm.

2. ASTC S.F.T. TICKET:

- a. No of ticket in a book will be 100 page only.
- b. Paper of the ticket book must be with ground printing by "ASSAM STATE TRANSPORT CORPORATION" by separate ink for every denomination.
- c. Serial number of the tickets starting from 00000 to 99999 for every denomination and series.
- d. Ticket book will be printing of the denomination of Rs. 5.00, Rs.15.00, Rs.20.00, Rs.25.00, Rs.30.00, Rs.40.00, Rs.50.00 and Rs.60.00 etc.
- e. The quality of the paper must be of H.P.C. Demmy(6.9 kg).
- f. The size of the ticket book 4.5 cm x 10 cm.

3. A/C AIRPORT TICKET:

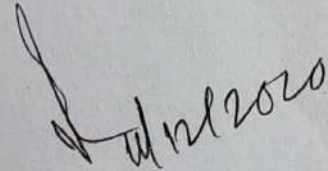
- a. Size of ticket - 22 cm. x 9 cm.
Counter Foil - 8 cm. x 9 cm.
- b. Denomination Rs. 115.00.
- c. Every book containing 100 leaves with Counter Foil.
- d. Paper - Glossy 24.5 kg.
- e. Every book must be bounded with thick cover paper.

TERMS AND CONDITIONS :

1. The tender must be in closed sealed cover quotation for city Bus ticket, A/C ticket and S.F.T. Ticket etc. must be inscribed on the cover and name of the party in visible form.

TERMS AND CONDITIONS

1. The tender must be in closed sealed cover "Quotation for ASTC City Bus Ticket, S.F.T. Ticket, A/C Ticket" must be inscribed in the cover and name of the party in visible form.
2. Earnest money of Rs.20,000/- (Rupees Twenty Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.
5. Documentary evidence of past performance of similar assignments must be enclosed along with the tender.
6. Receipt of the tender will close on 29.12.2020 at 1 PM. No tender shall be accepted after the closing date and time.
7. License No. and Registration No. of the firm must be enclosed along with the tender, else the tender will not be considered.
8. Earnest money of unsuccessful tenderer will be refunded after the finalization of the work of allotment.
9. Successful tenders will be intimated after acceptance of their allotment and job order will be issued. The earnest money of the successful tenderer will be converted into security deposit. Earnest Money will be forfeited if any tenderer fails to carry out the work after allotment of printing order.
10. The Managing Director, ASTC reserves the right to accept or reject any tender and cancel the tender notice with assigning any reason whatsoever.
11. The tender offers must be given in the tender format given in the tender format.



Chief Engineer (A&T)
ASTC, Paltanbazar, Guwahati - 8

ASSAM STATE TRANSPORT CORPORATION

::GUWAHATI::

TENDER FORM

1. Name of the owner :-
2. Address for communication :-
3. Name of the Press :-
4. Location (in details) :-
5. License No. with registration Certificate etc. :-
6. G.S.T. No. of the firm :-
7. Previous printing experience :-
if any -
a)With ASTC. :-
b)Other Govt. Deptt/Undertakings :-
8. Rate offered in Rupees per Ticket book inclusive G.S.T :-
9. Particular of E/Money :-
10. List of enclosed document with the tender :-

**Seal and Signature of the
Owner/Authorizes person of
the press:**

CATEGORY NO 4

TENDER FOR GENERAL STATIONERY ITEMS

ASSAM STATE TRANSPORT CORPORATION : GUWAHATI - 8

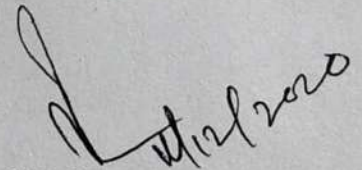
QUOTATION FOR SUPPLY OF STATIONERY ITEMS

LIST OF ITEMS

Description	Make	Unit	Rate	Remarks
White paper DFC, 8kg	Best Quality	P/Ream		
File cover (Triplex Bound with cloth inside, Front side of the file cover must be printing as per direction by the A.S.T.C)	Best Quality	P/Pcs.		
File Board (Best Quality)	Do	Do		
Note Sheet 10.4 Kg.	Sirpur	Do		
Type Carbon (Black)	Do	Do		
Pencil Carbon Blue Single	Do	Do		
Pencil Carbon Blue Double	Do	Do		
Flate File (Plastic Coated)	Ambasudor	P/Doz		
Bound Register (Best Quality)	Best Quality	P/No.		
Bound Register (Azurlaid)	Do	Do		
Ledger Book (Azurlaid) A4 size	Do	Do		
Ledger Book (Azurlaid) DFC size	Do	Do		
Correcting Fluid (White)	Kores	P/Pcs.		
Office Pen	King	P/pkt		
Envelope 10" x 4", 23 Kg	Kraft	P/100		
Tag (Best quality)	Best Quality	P/Mutha		
Stamp Pad	DO	P/Pcs		
Stamp Pad Ink 500 ml.	GIL	P/Bottle		
Aiurlaid Paper DFC' 8. 9 Kg.	Sirpur	P/Ream		
Staple pin 23/17	Kores	P/Pkt		
Staple pin 23/ 12	Do	Do		
Staple pin 24/6	Do	Do		
Sutly (Jute)	Jute	P/Kg		
Packing paper (480 sheet) 27Kg.	Best Quality	P/Ream		
Centry Board	JK	P/Sheet		
Colour Demy paper 49 GSM size=45+55	Weight (5.8) kg	P/ream		
Glycerine 100mg	Best Quality	P/ream		
Punching Machine DP 480	Kores	P/Pcs		
Gurd File(Index File)	Best Quality	Do		
Cover File (for Bid)	Do	P/Doz		
Gum 700 ml	Kores	P/Bottle		
Rubber Brand	Best Quality	P/Kg		
Paper Pressure	Do	P/Doz		
Demmy Paper (6.9 Kg.)	Best Quality	P/ream		
Staple Machine HD 45	Kangaroo	P/Pcs		
Wooden Pencil	B/Qty	P/Doz		
Refill (Max writer)	Do	Do		
Gems Clip (Plastic Coated)	Do	P/Box		
Envelope A 4 size (Lamolated)	Do	P/100		
Page Marker (Tri colour)	Do	P/Set		
Strick File A 4 size	Do	P/ 10 Pcs.		
L -folder A 4 size	Do	P/ 10 Pcs.		
L -Folder F/S size	Do	P/ 10 Pcs.		
Glue Strick	Kores	P/Doz		
Pin Cushion	Best Quality	P/Doz		
Staple Pin No. 10	Kores	P		

TERMS AND CONDITIONS

1. The tender must be in closed sealed cover "Quotation for General stationery items" must be inscribed in the cover and name of the party.
2. Earnest money of Rs.10,000/- (Rupees Ten Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.
5. Documentary evidence of past performance of similar assignments must be enclosed along with the tender.
6. Receipt of the tender will close on 30.12.2020 at 1 PM. No tender shall be accepted after the closing date and time.
7. License No. and Registration No. of the firm must be enclosed along with the tender, else the tender will not be considered.
8. Earnest money of unsuccessful tenderer will be refunded after the finalization of the work of allotment.
9. Successful tenders will be intimated after acceptance of their allotment and job order will be issued. The earnest money of the successful tenderer will be converted into security deposit. Earnest Money will be forfeited if any tenderer fails to carry out the work after allotment of printing order.
10. The Managing Director, ASTC reserves the right to accept or reject any tender and cancel the tender notice with assigning any reason whatsoever.
11. The tender offers must be given in the tender format given in the tender format.



Chief Engineer (A&T)
ASTC, Paltanbazar, Guwahati – 8

ASSAM STATE TRANSPORT CORPORATION
::GUWAHATI::

TENDER FORM

1. Name of the owner :-
2. Address for communication :-
3. Name of the Firm :-
4. Location (in details) :-
5. License No. with Registration Certificate etc. :-
6. G.S.T. No. of the firm :-
7. Previous printing experience if any. :-
8. Rate offered in Rupees Inclusive G.S.T. as per enclosed item list :-
9. Particulars of E/Money :-
10. List of enclosed document with the tender :-

Seal and Signature of the
Owner/Authorizes person of
the press:

CATEGORY NO 5

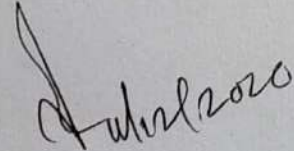
TENDER FOR COMPUTER STATIONERY ITEMS
MONEY RECEIPT, TIME SHEET (GENERAL AND JnNURM)

ASSAM STATE TRANSPORT CORPORATION
PALTAN BAZAR, GUWAHATI - 8
QUOTATION FOR SUPPLY OF COMPUTER STATIONARY ITEMS
LIST OF ITEMS

Sl. No.	Description	Make	Unit	Rate	Remarks
1	Inkjet Printer Cartridge HP-21	HP	P/PC		
2	Inkjet Printer Cartridge HP-22	HP	P/PC		
3	Inkjet Printer Cartridge HP-27	HP	P/PC		
4	Inkjet Printer Cartridge HP-28	HP	P/PC		
5	Inkjet Printer Cartridge HP704 (Black)	HP	P/PC		
6	Inkjet Printer Cartridge HP704 (Colour)	HP	P/PC		
7	Inkjet Printer Cartridge HP802 (Black)	HP	P/PC		
8	Inkjet Printer Cartridge HP 802 (Colour)	HP	P/PC		
9	Inkjet Printer Cartridge 810 (Black)	HP	P/PC		
10	Inkjet Printer Cartridge 811 (Colour)	HP	P/PC		
11	Inkjet Printer Cartridge Canon 741	Canon	P/PC		
12	Inkjet Printer Cartridge Canon 740	Canon	P/PC		
13	Inkjet Printer Cartridge HP 678 (Black)	HP	P/PC		
14	Inkjet Printer Cartridge HP 678 (Colour)	HP	P/PC		
15	HP Laserjet Toner 36A	HP	P/PC		
16	HP Laserjet Toner P1007 (88A)	HP	P/PC		
17	HP Laserjet Toner 05A	HP	P/PC		
18	Samsung SCX-4521 D3 Toner	Samsung	P/PC		
19	Canon 912 Toner	Canon	P/PC		
20	Laserjet Toner Cartridge HP 12A	HP	P/PC		
21	Laserjet Toner Cartridge P2030 (Service)	HP	P/PC		
22	Canon Toner Cartridge 303	Canon	P/PC		
23	DMP (Ribbon Cartridge) TYS MSP-240	Prodot	P/PC		
24	Ex 1000 Printer Ribbon HQ1040	Prodot	P/PC		
25	Brother Toner TN-2365	Brother	P/PC		
26	Toner Cartridge SCX 4300	Samsung	P/PC		
27	Mouse (Wired Optical Sensor) USB X50	HP	P/PC		
28	KeyBoard KB216 (HVG5J) Multimedia	Dell	P/PC		
29	C.D. (W)	Sony	P/PC		
30	C.D. (R.W)	Sony	P/PC		
31	Pen Drive 8 GB V220W, USB 2.0	HP	P/PC		
32	Pen Drive 16 GB V237W, USB 2.0	HP	P/PC		
33	Pen Drive 32 GB V220W, USB 2.0	HP	P/PC		
34	Copy Printer Ink (DX-2430)	Gestetner	P/Box		
35	Copy Printer Master (Model No DX-2430)	Gestetner	P/Roll		
36	Refilling Ink (Prodot) 200 ml	Prodot	P/Bottle		
37	G.T 51 XL Ink 135 ml	HP	P/Bottle		
38	G.T 52 XL Ink Cyan 135 ml	HP	P/Bottle		
39	G.T 52 XL Ink Magenta 135 ml	HP	P/Bottle		
40	G.T 52 XL Ink Yellow 135 ml	HP	P/Bottle		
41	Inkjet Printer Paper A4	Century	P/PKT		
42	Inkjet Printer Paper A4	J.K.	P/PKT		
43	Inkjet Printer Paper F/S	Century	P/PKT		
44	Executive Board Paper 8" X 12" A4	J.K.	P/PKT		
45	Photo Glossy Paper (20 Sheet)	B/Quality	P/PKT		
46	Calculator MJ-120 Two Way Power (12 digit)	Casio	P/PC		
47	Cartridge 925 Starter (Cannon)	Canon	P/PC		
48	Cartridge M. No. (HL-5450 DN)	Brother	P/PC		

TERMS AND CONDITIONS

1. The tender must be in closed sealed cover "Quotation for Computer stationery items" must be inscribed in the cover and name of the party.
2. Earnest money of Rs.10,000/- (Rupees Ten Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.
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6. Receipt of the tender will close on 30.12.2020 at 1 PM. No tender shall be accepted after the closing date and time.
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11. The tender offers must be given in the tender format given in the tender format.



Chief Engineer (A&T)
ASTC, Paltanbazar, Guwahati – 8

ASSAM STATE TRANSPORT CORPORATION

::GUWAHATI::

TENDER FORM

1. Name of the owner :-
2. Address for communication :-
3. Name of the Firm :-
4. Location (in details) :-
5. License No. with Registration Certificate etc. :-
6. G.S.T. No. of the firm :-
7. Previous printing experience if any. :-
8. Rate offered in Rupees Inclusive G.S.T. as per enclosed item list :-
9. Particulars of E/Money :-
10. List of enclosed document with the tender :-

**Seal and Signature of the
Owner/Authorizes person of
the press:**

CATEGORY NO 6

**TENDER FOR CASH BOOK,D/OIL CASH
MEMO,SUMMARY SHEET,NUMERICAL LEDGER
SHEET,BIN CARD,LONG SHEET,ECT.**

ASTC STATE TRANSPORT CORPORATION
:: GUWAHATI ::

TENDER FORM FOR PRINTING AND SUPPLY OF CASH BOOK, D/OIL CASH MEMO BOOK, TIME SHEET, NUMERICAL LEDGER SHEET, BIN CARD, INVENTORY DORM, MONEY RECEIPT BOOK AND LOG SHEET ETC.

SPECIFICATION OF ITEMS:

1. Cash Book (traffic) :

- i. Size : 34" x 21" *Cm*
- ii. Total page of Cash Book : 370 (Folio)
- iii. Paper : Azurland 10.4 Kg (Sirpur)
- iv. Binding : Pucca Rexing Binding
- v. Proforma of the Cash Book will be supplied.

2. Cash Book (general) :

- i. Size : 34" x 21" *Cm*
- ii. Total page of Cash Book : 370 (Folio)
- iii. Paper : Azurland 10.4 Kg (Sirpur)
- iv. Binding : Pucca Rexing Binding
- v. Proforma of the Cash Book will be supplied.

3. D/Oil Cash Memo Book :

- a. Size of D/Oil Cash Memo Book = ¼ Demmy.
- b. Per Book containing 50 pages with duplicate.
- c. Every pages 6(six) vouchers with perforation in the Original page.
- d. Paper - 6.9Kg H.P.C. Demmy/Superior Quality.
- e. Voucher Book must be serial No. with duplicate copy and Book Serial No.
- f. Book must be bounded with thick cover paper.

4. Time Sheet (JnNURM) :

- a. Size of time sheet = L = 36.cm along with counter folio
B = 22 cm.
- b. Both side printing of the every pages.
- c. Paper - 6.9 Kg. (colour)
- d. Every Book containing 100 pages with with counter folio.
- e. Every Book must be bounded with thick cover paper with serial no Book No.
- f. Proforma of the time sheet will be supplied.

5. Numerical Ledger Sheet :

- a. Size of the Ledger Sheet - D.F.C.
- b. Paper - Azurlaid 10.4 Kg. (Sirpur)
- c. Both side printing of the ledger sheet.

6. Bin card/Type card/Attendance card :

- a. Size of the bin card = 22 cm. x 14 cm.
- b. Paper - White Century Board.
- c. Both side printing of the card.

Contd.....

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7. Vehicle Log Sheet (ASTC):

- a. Size of Log sheet - ¼ Demmy
- b. Both side printing
- c. Paper of log Sheet - 6.9 Kg H.P.C. demmy/Superior Quality
- d. Proforma of the Log Sheet will be supplied.

8. Inventory Form:

- a. Size of Inventory Form - ¼ Demmy.
- b. Paper - 6.9 Kg H.P.C.
- c. 1 (one) side printing only.

9. Money Receipt Book:

- a. Size of Money Receipt = L = 22 cm.
B = 9 cm.
- b. Every Book containing 100 pages with duplicate.
- c. Book No. and Serial No. starting from 1 to 100 every book with duplicate copy.
- d. Paper - 6.9 Kg H.P.C.(same paper of duplicate copy).
- e. Book must be bounded with brown thick cover paper and book serial No.

10. Time Sheet (ASTC):

- a. Size of time sheet along with counter folio = Length = 36 cm.
Breath = 22 cm.
- b. Both side printing of every page.
- c. Every Book containing 100 pages.
- d. Book must be bounded with brown thick cover paper.
- e. Serial started from 000001 to 100000 for every series and counter folio.
- f. Paper H.P.C. D/C - 11.2 Kg.
- g. Proforma of the time sheet will be supplied.

11. Summary Sheet

- a. Size of Summary Sheet - Length = 34 c.m.
Breath = 22 c.m.
- b. Both side printing pages
- c. Paper = H.P.C 8 Kg. D.F.C.

12. Vehicle Log Book (P.O.B.)

- a. Size of book = L = 23 cm.
B = 19cm.
- b. Total page in the book = 4 pages ()
- c. Both side printing of two pages
- d. Cover of the book = Century (Yellow colour)
- e. Paper = 7.4 Kg (White) Superior quality.
- f. Book serial No. on the cover.

TERMS AND CONDITIONS

1. The tender must be in closed sealed cover "Quotation for Time sheet, Cash book, Money receipt book, D/Oil Cash memo book etc." must be inscribed in the cover and name of the party.
2. Earnest money of Rs.10,000/- (Rupees Ten Thousand) only in the form of Demand Draft pledging in favor of the Managing Director, ASTC payable in Guwahati must be enclosed with the tender. Without the earnest money, the tender will not be considered for acceptance.
3. Income tax and sales tax clearing certificate must be enclosed along with the tender.
4. GST number of the firm must be enclosed with the tender.
5. Documentary evidence of past performance of similar assignments must be enclosed along with the tender.
6. Receipt of the tender will close on 30.12.2020 at 1 PM. No tender shall be accepted after the closing date and time.
7. License No. and Registration No. of the firm must be enclosed along with the tender, else the tender will not be considered.
8. Earnest money of unsuccessful tenderer will be refunded after the finalization of the work of allotment.
9. Successful tenders will be intimated after acceptance of their allotment and job order will be issued. The earnest money of the successful tenderer will be converted into security deposit. Earnest Money will be forfeited if any tenderer fails to carry out the work after allotment of printing order.
10. The Managing Director, ASTC reserves the right to accept or reject any tender and cancel the tender notice with assigning any reason whatsoever.
11. The tender offers must be given in the tender format given in the tender format.

Chief Engineer (A&T)
ASTC, Paltanbazar, Guwahati – 8

ASSAM STATE TRANSPORT CORPORATION

::GUWAHATI::

TENDER FORM

1. Name of the owner :-
2. Address for communication :-
3. Name of the Press :-
4. Location (in details) :-
5. License No. with registration Certificate etc. :-
6. G.S.T. No. of the firm :-
7. Previous supply experience if any :-
 - a) Govt. Deptt. :-
 - b) Govt. Undertakings :-
8. Particular of E/Money :-
9. Rate offered in Rupees per book and per sheet Inclusive G.S.T :-
 - i. Cash Book (Traffic) Per book :-
 - ii. Cash Book (General) Per book :-
 - iii. Time sheet (P.O.B. & ASTC) Per book :-
 - iv. D/Oil Cash Memo Book Per book :-
 - v. Time Sheet (JnNURM) Per book :-
 - vi. Money Receipt Book Per book :-
 - vii. Summary Sheet Per Sheet :-
 - viii. Numerical Ledger Sheet Per Sheet :-
 - ix. Bin Card/Tyre Card/ Attendance Per Sheet :-
 - x. Vehicle Log Sheet Per Sheet :-
 - xi. Inventory Form Per Sheet :-
 - xii. Vehicle Log Book (P.O.B.) Per Sheet :-
10. List of enclosed document with the tender :-

**Seal and Signature of the
Owner/Authorizes person of
the press:**