

OFFICE OF THE MANAGING DIRECTOR  
ASSAM STATE TRANSPORT CORPORATION  
PALTANBAZAR, GUWAHATI - 8

TENDER NOTICE

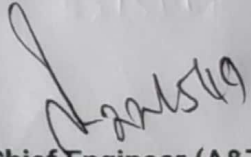
Tender Notice No. 782

Quotation in sealed cover are invited from interested reputed authorized local firms for printing and supply of the following group of items which will be received by the undersigned up to 2:00 PM on the last date shown each group of items given below.

Sl. No.	Name of Items	Date of tender form issue	Last date of receipted the tender
1	ASTC Wayside ticket	27-05-2019	14-06-2019
2	P.O.B wayside ticket	27-05-2019	14-06-2019
3	ASTC city bus, SFT and A/C Airport ticket	27-05-2019	14-06-2019
4	General Stationery item	29-05-2019	17-06-2019
5	Computer Stationery item	29-05-2019	17-06-2019
6	Money receipt, Timesheet, Log sheet, Summary sheet, Cash Book, D/Oil Cash Memo, Tyre Card, Bin card, etc.	29-05-2019	17-06-2019

Tender documents may be collected from the stationery section A.S.T.C, H.O., Paltanbazar, Guwahati - 8 on payment of Rs.50000 (Rupees five hundred) only (non-refundable) in cash or D/D drawn in favour of Managing Director, ASTC, Guwahati-8 as tender for each group of item. The tender document will be issue as mentioned above accordingly.

The tender document also can be downloaded from our website <https://astc.assam.gov.in>. In case it is download from our website, the document fee shall have to be submitter in the form of D/ draft in favour of Managing Director, ASTC, Guwahati-8 along with the tender.

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

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

**2. Cash Book (general) :**

- i. Size : 34" x 21"
- ii. Total page of Cash Book : 370 (Folio)
- iii. Paper : Azurland 10.4 Kg (Sirpur)
- iv. Binding : Pucca Rexing Buinding
- 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. Sizeof 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**

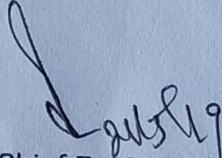
- a. Size of Summary Sheet - Length = 34 c.m.  
Breath = 22 c.m.
- b. Both side printing pages
- c. Paper = H.P.C 8 Kg. D.F.C.

**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 on the cover and name of the party in visible form.
2. The Earnest Money of Rs. 10,000.00 (Rupees ten thousand), in the form of Demand Draft pledging in favour of the Managing Director, ASTC , payable at Guwahati must be enclosed with the tender, without earnest money the tender will not be considered for acceptance .
3. Sample of the paper of its items must be enclosed with the tender.
4. Income Tax and Sales Tax clearance Certificate must be enclosed with the tender.
5. G.S.T. No. and Certificate of Firm must be enclosed with the tender.
6. Documentary evidence of the past performance must be enclosed with the tender.
7. The receipt of the tender will be closed at 2.00 p.m. on 17-6-2019 No tender will be accepted after the closing date and time.
8. Earnest money of the un-successful tenderer will be refunded after finalization of the work of allotment.
9. Rate must be offered against the its item separately per Book or Sheet inclusive of all G.S.T.
10. Successful tenderer will be intimated after after acceptances of their tender and jobs allotment 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 supply order.
11. The Managing Director, ASTC reserves the right to reject or accept any tender and cancel the tender notice without assigning any reason thereof.

  
Chief Engineer (A & T)  
ASTC, Paltanbazar, Ghy-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 (Trafic) 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: