



# ASSAM POWER GENERATION CORPORATION LIMITED

Registered Office: Bijulee Bhawan, Paltanbazar, Guwahati-781 001, Assam

CIN:U40101AS2003SGC007239

Tel.No.: 0361-2739502, Fax No.03612739546/22

e-mail:apgcl\_md@yahoo.com, Website: www.apgcl.org

## **Tender Notice No. MD/APGCL/ESSTT./2019/1150/08 Dated: 09.12.2019**

Sealed quotations are invited by the General Manager (HR), APGCL, Bijulee Bhawan, Guwahati-1 from experienced Firms/Agencies for **Design, Print and Supply of Diary of APGCL for the year 2020** as per terms & conditions as mentioned below. The same will be received upto 2:30 pm on 23/12/2019 and will be opened at 3:00 pm on the same date in presence of authorized representatives. The total Nos. of Diaries to be printed is 1500 (Fifteen Hundred only).

The Cost of Tender papers is Rs. 1000/- (One Thousand) only in the shape of DD/Bankers' Cheque drawn in favour of the Deputy General Manager (F&A), APGCL, Bijulee Bhawan, Ghy-1 payable at Guwahati.

### **TERMS & CONDITIONS:**

1. The rate should be inclusive of GST & all kinds of duties (if any) and commercial packaging, freight, forwarding, insurance, etc.
2. The intended bidders have to submit 4 (Four) Nos. of samples at his/her own cost.
3. Proof of similar work done earlier must be submitted.
4. The prescribed design and layout is to be done by the tenderer at his/her own cost.
5. The General Manager (HR), APGCL, Bijulee Bhawan, Guwahati-1 reserves the right to cancel or reject/accept any tender without assigning any reason thereof.

sd/-

**General Manager (HR), APGCL  
Bijulee Bhawan, Guwahati-1**

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**Utpal Gohain, GM (HR)**

**E-mail: [gmhr@apgcl.com](mailto:gmhr@apgcl.com)**

**Tel. No: 0361-2635812**



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## **TERMS & CONDITIONS**

1. The tender should reach us within the stipulated time and date in sealed cover.
2. The caption "Tender for Design, Print & Supply of Diary of APGCL for the year 2020" be super scribed on the sealed cover.
3. The intended bidders have to submit 4 (Four) Nos. of samples at his/her own cost.
4. Xerox copies of detail profile of the Firm / Agency such as Regd. No. of the Firm / Agency & Date, GSTIN No., PAN No. etc to be submitted.
5. The prescribed design and layout to be done by the tenderer at his/her own cost.
6. The Cost of Tender papers is Rs. 1000/- (One Thousand) only in the shape of DD/Bankers' Cheque drawn in favour of the Deputy General Manager (F&A), APGCL, Bijulee Bhawan, Ghy-1 payable at Guwahati failing which the tender will not be considered as valid.
7. The Diaries should be separately packed containing 20 pieces each.
8. The rate should be inclusive of GST & all kinds of duties (if any) and commercial packaging, freight, forwarding, insurance, etc.
9. The Diaries should be delivered at Bijulee Bhawan free of transportation cost.
10. Diaries should reach us within 7 days from the date of issue of the work order.
11. Proof of similar work done earlier must be submitted.
12. After supply of all Diaries, 90 % payment will be released within 15 days from the date of submission of bill and rest of 10 % shall be released after one month from the date of receipt of the Diaries if no defect/damage is noticed. Cost of defective/damaged Diaries shall be deducted proportionately.
13. In case of failure to supply all Diaries by the stipulated date, penalty @ 1 % on the accepted tender value for each day delay will be deducted from the bill.
14. The General Manager (HR), APGCL, Bijulee Bhawan, Guwahati-1 reserves the right to cancel or reject/accept any tender without assigning any reason thereof.
15. The General Manager (HR), APGCL, Bijulee Bhawan, Guwahati-1 also reserves the right to accept any quotation irrespective of the price bid and not bound to accept the lowest quotation.

Seal of the Firm/ Agency

Full Signature:

Name of the Firm / Agency:

Address:

Phone No : \_\_\_\_\_

e-mail ID : \_\_\_\_\_

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**Utpal Gohain, GM (HR)**

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