ASSAM STATE SCHOOL EDUCATION BOARD

DIVISION – I (Erstwhile SEBA)

Bamunimaidam, Guwahati-21

website: www.asseb.in | email: assebdiv1@gmail.com

Tender Document For

Printing of Academic Calendar, 2026

Ref No: ASSEB/AB/AC/SYLL & CURR/39/02/2024/467

Date of Issue : 20/01/2026

Last date of Submission : 09/02/2026 up to 2.00 PM

ASSAM STATE SCHOOL EDUCATION BOARD

DIVISION – I (Erstwhile SEBA)

CONTENTS

Sl. No.	Section	Page No
1.	Invitation of Tender Response	3
2.	Tender Schedule	4
3.	Tender Submission Procedure	5
4.	Qualification Criteria (Eligibility)	6
5.	Brief Introduction and Scope of Work	9
6.	Form A	10
7.	Form B	11
8.	Form C	12
9.	Commercial format	14

ASSAM STATE SCHOOL EDUCATION BOARD

DIVISION – I (Erstwhile SEBA)

Notice Inviting Tender

Assam State School Education Board, Div - I henceforth referred as ASSEB, Div – I, invites tender response from the reputed printing press for printing of Academic Calendar for the year 2026.

Party having experience in multi colour high quality printing job are invited. The tender response of party shall be submitted along with the necessary supporting documents and Processing fee of Rs. 1,000/- (one thousand) only (Non-refundable)

This tender document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of response for interested parties. The party have to submit a detailed proposal for the objectives set forth in this tender document. ASSEB, Div – I reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: In the event of any dispute or differences in connection with the tender the same will be subject to an arbitration of Assam State School Education Board, Div - I and the same will be Governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-
Secretary
Assam State School Education Board, Div - I Guwahati - 21

ASSAM STATE SCHOOL EDUCATION BOARD

DIVISION – I (Erstwhile SEBA)

Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish	20/01/2026
2.	Tender Document Download	20/01/2026
3.	Start Date of submission of Tender	28/01/2026
4.	Last Date of submission of Tender	09/02/2026 Up to 2.00 PM
5.	Tender opening date	10/02/2026 at 3.30 p.m.

Tender Procedure:

1) Participation in Tender is open to all Eligible/Interested Printers. Details of the Tender will be available in the ASSEB's website http://sebaonline.org

2) A non-refundable processing fee for Rs. 1,000/- (Rupees One thousand only) in the form of a Demand draft or a Pay Order drawn in favour of "The Secretary, Assam State School Education Board" payable at Guwahati has to be submitted along with the Tender Response. Tender response received without or with inadequate Tender Processing fees shall be liable to get rejected.

3) Tender to be submitted in Hard Copy in a sealed envelope Address to the Secretary, Assam State School Education Board.

4) It is to be super-scribed in the top of the sealed envelope **"Tender Response for Printing of Academic Calendar, 2026".** Party's Name/Address/Mob. No. etc. have to be mentioned clearly in the bottom of the sealed envelope.

5) Other instructions can be seen in the Tender document. All or any one of the parties may be rejected by the competent authority.

ASSAM STATE SCHOOL EDUCATION BOARD
DIVISION – I (Erstwhile SEBA)

2. General Conditions:

I. Keeping in view of the sensitiveness, following are the prescribed qualification criteria for the printer interested in undertaking the printing of Calendar (Academic) for the year 2026.

II. **Tenderer's Experience :** The Party should have an ability to satisfy our requirements and should have experience in four colour high quality printing job. The Party has to make a self declaration on experience of works of similar nature. Necessary supporting documents and colored printed samples have to be submitted.

III. The parties should have their own Printing/Cutting/Binding machineries with experienced manpower.

IV. Sample copy of paper along with sample of Colour printing similar item have to be submitted

V. Last two years Income tax return with Audited Balance sheet have to be submitted

VI. Tender must be accompanied by PAN CARD, Renewed Trade License and Required registration certificate etc.

VII. Rate quoted per copy should be inclusive of everything.

VIII. Any legal problem will be disposed at the jurisdiction of Guwahati High Court.

IX. Cost of Bidding

a. The Parties shall have to bear all costs associated with the preparation and submission of its bid and ASSEB will in no case be responsible or liable for these costs.

X. The Party is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.

XI. Late Bids :

Any Tender response received by ASSEB DIV-I after the deadline for submission of tenders prescribed by the Board, will be rejected and/or returned unopened to the party.

XII. Contacting the Purchaser :

No Party shall contact ASSEB DIV-I on any matter relating to its tender response, from the time of the opening of the tender to the time the Contract is awarded. If the Party wishes to bring additional information to the notice of ASSEB DIV-I, it should do so in writing address to the Secretary, ASSEB, Assam. Any effort by a Party to influence any official of ASSEB DIV-I in its decisions on selection of party or contract award may result in rejection of the Party's tender.

XIII. Authorized Signatory:

The 'Applicant' mentioned in the Tender document shall mean the one who has signed the Tender response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

XIV. Signing of Contract

At the same time as ASSEB notifies the successful party that its response has been accepted, the Assam State School Education Board (ASSEB), Div.-I will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to ASSEB. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

XV. Delays in the Vendor's Performance

Selected party has to complete and deliver the item within the time frame as specified by ASSEB. In case of failure to deliver the item in time, the order shall be cancelled automatically.

3. Prices and Taxes:

a. Prices quoted by the Bidder will be valid for 1 year from the date issue of Work Order.
b. Any Taxes may be borne by the party if applicable.

While the above procedures lay down the overall guidelines, Assam State School Education Board (ASSEB,Div I) reserves the right to select the Bidder based on other parameters at its discretion.

8. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful Party, Assam State School Education Board (ASSEB, Div I) reserves the right to cancel the agreement by giving 7 days notice to the party.

9. Termination for Default

ASSEB (Div.-I) may without prejudice to any other remedy for breach of contract, by written notice of default sent to the party, terminate the Contract in whole or part at risk & cost of defaulting vendor :

a. If the Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by the ASSEB DIV-I, OR
b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
c. If the Vendor, in the judgment of the ASSEB DIV-I has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause :

"Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the tender process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

Selection of Vendor:

1. The interested parties may carry out a study about the Academic Calendar, 2026 before participation in the tender process.
2. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the ASSEB, Div.-I.
3. The Committee will have the right to take appropriate decision regarding finalisation of Cost of assignment.
4. Price quoted by the Party will not be the only selection criteria of the tender.
5. In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Assam State School Education Board (ASSEB, Div-I) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.
6. The selected Bidder will have to submit 2% of the Tender value as Security Deposit.

Assam State School Education Board

A. Introduction:

About Assam State School Education Board (ASSEB –Div-I)

As per provision of the Assam State School Education Board Act, 2024 the erstwhile Board of Secondary Education, Assam (SEBA) and Assam Higher Secondary Education Council (AHSEC) have been merged with effect from 13th Sep 2024 and the new board "Assam State School Education Board" has come into existence. Accordingly, Board of Secondary Education (SEBA) is now known as Assam State School Education Board, Division-I.

ASSEB intends to complete the following :

B. SCOPE OF WORK :

1. Printing of Academic Calendar, 2026.

Sl No.	Item and Specification
1.	**DTP/Design/Illustration:** Matter of the Academic Calendar to be printed will be provided by ASSEB, Div I to the selected party, Design & Composing to be done by the selected Press/Firm.
2.	**Size :** 20"x30" (Double Crown)
3.	**Paper:** 130 GSM Art Paper.
4.	**No. of Pages :** 10 X 2 = 20 Pages (Back to Back Printing).
5.	**Printing :** 4 color (Multi Color) High Quality Printing.
6.	**Binding :** Spiral Binding for wall mounting.
7.	**Quantity :** 8000 (approx.) (Eight Thousand Copies)
8.	**Packing :** Centre wise packing, minimum two layer.

Form-A

Eligibility Criteria and supporting documents required for Submission of Tender Response:

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Vendor shall be a single entity, registered as a shop / SSI Unit /Firm or Society under District / State Level Govt. Authority of Assam.	Self-attested copies of Registration Certificate from competent authority	
2.	Trade License from the Municipal Authority.	Self-attested Copy of renewed Trade License to be submitted along with Tender document.	
3.	The Vendor has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
4.	GST Registration Certificate	Self-attested Copy of GST Registration Certificate	
5.	Processing fee of Rs. 1,000/- (One Thousand) **[non-refundable]**	Through Bank Draft, address to "The Secretary, Assam State School Education Board. Assam" payable at Guwahati	
6.	Sample	Self attested copies of colored printing samples in their own unit to be submitted	
7.	PAN No.	Self-attested Copies PAN Card to be submitted.	
8.	Form A	Form A should be submitted on the printer's letter head duly sealed and signed by the authorized person.	
9.	Form B	Tender Letter Performa	
10.	Form C	Details of experience	
11.	Letter of Authorization	Authorizing signatory	

FORM B

Tender Letter Performa

To,

The Secretary,
Assam State School Education Board.
Guwahati - 781021

Sub : Tender for selection of Party for printing of Academic Calendar, 2026

Sir,

The undersigned have read and examined in detail the Tender documents pertaining to your assignment and do hereby express the interest to do the work as specified in the scope of work in Tender document and agree to all terms and conditions as specified in the scope of work in the Tender document.

Sl. No	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Witness by – Signature:

Name:

Address

Date:

Place

FORM-C

Details of Experience of similar nature of work :

SR.No.	Name of the Client	Date of start and Completion of work		Quantity	Cost of the assignment
1.					
2.					
3.					

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

FORM-D

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs. 100.00/-

I/WE,……owner of …… representing ……,

hereby solemnly declare & confirm that:

(1) No employee or direct relation of any employee of ASSEB (Div.-i), is anyway connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
(2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/tender shall be liable for cancellation of the order.
(3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
(4) I/We understand and authorize the Board to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
(5) The decision of the Board shall be acceptable & binding upon me/us.

……..

(Signature of Proprietor/Partner /Chief Executive)

Name :

Date :

Place :

Commercial BID format

(Only for reference, to be submitted in Company / Party's Letter Head)

Sr. No.	Description	Cost
1.	❖ Price per copy of Academic Calendar (Inclusive of Paper/Printing/Binding/Packing/Delivery)	

***** Rate quoted by the party should be inclusive of all Tax/GST etc.***

(Seal and Signature of Proprietor/Partner /Chief Executive)

Name :

Date :

Place :

---***