

Government of West Bengal
Panchayats and Rural Development Department
Joint Administrative Building, Floor-8th B & 9th B,
Block- HC-7, Sector- III, Salt Lake City, Kolkata- 106

NOTICE

Memo No. 2765-RD/PH&S/S/1E-8/2015

Dated: 26.05.2017

Sealed quotations are invited from the competent printing firms/press/agencies etc. for printing of 500 (five hundred) copies of Annual Reports 2016-17 of the Mission Nirmal Bangla, Panchayats & Rural Development Department, Government of West Bengal as per following specifications. Intending bidders may submit their sealed quotations within 20.06.2017 up to 1.00 pm (on working days only) in the drop box placed at Panchayats and Rural Development Department, Joint Administrative Building, Floor-9th B, Block- HC-7, Sector- III, Salt Lake City, Kolkata- 106. The quotations will be opened on the same day in presence of the bidders or their authorized representatives.

Specifications of the Annual Report 2016-17

1. Number of pages will be around 250-300 to be in multi colours of size A-4
2. Number of photographs and charts to be around 100 each.
3. Process of production –offset both side, multicolour.
4. Text paper in imported art Card 100 GSM/imported Art paper 135 GSM matt finish
5. Cover page in imported Art Card paper 300 GSM glossy/laminated
6. Separators to be placed
7. Binding –Section sewing and cover pasted on outer cover.
8. Design, printing and production will be of first grade.
9. First proof should be supplied within 4 days of the date of print order and handing over of manuscript /materials in all respect.
10. Second and final proof should be supplied within 2 days after first proof reading is completed.

11. First lot of final copies should be supplied in next 2 days of the approval of the final proof. The remaining copies should be supplied within next 3 days.
12. Designing – to be attempted by the press and final approval will be of the department (samples to be shown).
13. Cover page –to be designed by the agency. Final approval will be of the department (samples to be shown).
14. Contents and Colour photographs (soft copies) to be provided by the department.
15. The printer should arrange to bring the copies of the proof for approval of the department at his/her own cost. All the copies of Annual Reports should be supplied to the department in not more than 2 lots and cartages etc.
16. The printing jobs can be terminated summarily by the department at any point of time without assigning any reasons.
17. Any dispute arising out at any stage in the matter, the decision of the department shall be final.


(Dibyendu Sarkar)
Commissioner, P&RD Department

Pro-forma for submission of quotation for printing of Annual Report

1 Name of the Printer/Firm/Agency:

2. Address:

3. PAN/TAN No.

4. Sales Tax Account No.

5. Telephone No.

6. Experience of printing Annual Report of any Government /Non-Government concern (copy of the printing order and sample copy of the work executed to be annexed)

7. I / We hereby offer following rates for the printing of Annual Report 2016-17 of Mission Nirmal Bangla, P&RD Department, Government of West Bengal as per specifications given in the Tender Notice No.----- dated :-----.

8. Rate per copy:

i. Rate of Printing per copy in Rupees:

ii. VAT/Sales Tax if any

iii. Cost for additional/ reduction in no of pages:

iv. Total amount for execution of the job with additional /reduction in no of pages as per specification in the NIT vide no. ----- dated: -----

Rupees: -----

I/We do hereby declare and affirm that I /we have read and understood the terms, conditions and specifications of the NIT vide no ----- dated : ----- and undertake to abide by them.

(Signature with seal)

Place

Date