

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under the West Bengal Societies Registration Act, 1961, Registration No. S/86755 of 1997-98)
ICMARD Building (6th Floor), Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067
(Telefax: (033) 2356-6986 // E-mail: dkpsrd@gmail.com)

Dated: 30.10.2015

Sealed Tenders are hereby invited from bonafide firms for printing book pages and booklets on various aspects of Panchayats & Rural Development. Detailed specifications and terms & conditions are mentioned below:-

Sl. NO.	Item	Specification	Remarks
1.	Booklets of Panchayats & Rural Development (Text in Single colour and cover in 4 colours)	a) Size : 8.25 inch x 10.75 inch (finished) b) Language : Bengali or English c) No. of Booklet pages : 48 d) Text matter : In 12-15 pt. with 2 pt. leading e) Table matter : 8-12 pt. in Bengali or English f) Inside text area : 18 cm x 24 cm g) Printing process : Photo offset h) Colour of text : Single colour black print only i) Cover : 4 pages in 4 colours j) Paper quality : (i) 80 GSM Map Litho, preferably – Balarpur (ii) 150 GSM Art paper k) Binding : 100% perfect	
2.	Booklets of Panchayats & Rural Development (Text in 4 colours and cover in 4 colours)	a) Size : 8.25 inch x 10.75 inch (finished) b) Language : Bengali or English c) No. of Booklet pages : 48 d) Text matter : In 12-15 pt. with 2 pt. leading e) Table matter : 8-12 pt. in Bengali or English f) Inside text area : 18 cm x 24 cm g) Printing process : Photo offset h) Colour of text : 4 colours i) Cover : 4 pages in 4 colours j) Paper quality : (i) 80 GSM Map Litho, preferably – Balarpur (ii) 150 GSM Art paper k) Binding : 100% perfect	
3.	Book page (with text in black and printing on one side only)	a) Size : 8.25 inch x 10.75 inch (finished) b) Language : Bengali or English c) No. of Booklet pages : 48 d) Text matter : In 12-15 pt. with 2 pt. leading e) Table matter : 8-12 pt. in Bengali or English f) Inside text area : 18 cm x 24 cm (Printing on one side only) g) Printing process : Photo offset h) Colour of text : Black only i) Cover : 4 pages in 4 colours j) Paper quality : (i) 80 GSM Map Litho, preferably – Balarpur (ii) 150 GSM Art paper k) Binding : 100% perfect	
4.	Book page (with text in black and printing on both side only)	a) Size : 8.25 inch x 10.75 inch (finished) b) Language : Bengali or English c) No. of Booklet pages : 48	

Sl. NO.	Item	Specification	Remarks
		d) Text matter : In 12-15 pt. with 2 pt. leading e) Table matter : 8-12 pt. in Bengali or English f) Inside text area : 18 cm x 24 cm (Printing on both side only) g) Printing process : Photo offset h) Colour of text : Black only i) Cover : 4 pages in 4 colours j) Paper quality : (i) 80 GSM Map Litho, preferably – Balarpur (ii) 150 GSM Art paper k) Binding : 100% perfect	
5.	Book page (with text in 4 colours and printing on one side only)	a) Size : 8.25 inch x 10.75 inch (finished) b) Language : Bengali or English c) No. of Booklet pages : 48 d) Text matter : In 12-15 pt. with 2 pt. leading e) Table matter : 8-12 pt. in Bengali or English f) Inside text area : 18 cm x 24 cm (Printing on one side only) g) Printing process : Photo offset h) Colour of text : 4 colours i) Cover : 4 pages in 4 colours j) Paper quality : (i) 80 GSM Map Litho, preferably – Balarpur (ii) 150 GSM Art paper k) Binding : 100% perfect	
6.	Book page (with text in 4 colours and printing on both side only)	a) Size : 8.25 inch x 10.75 inch (finished) b) Language : Bengali or English c) No. of Booklet pages : 48 d) Text matter : In 12-15 pt. with 2 pt. leading e) Table matter : 8-12 pt. in Bengali or English f) Inside text area : 18 cm x 24 cm (Printing on both side only) g) Printing process : Photo offset h) Colour of text : 4 colours i) Cover : 4 pages in 4 colours j) Paper quality : (i) 80 GSM Map Litho, preferably – Balarpur (ii) 150 GSM Art paper k) Binding : 100% perfect	

Terms & Conditions are as follows:-

1. Sealed tenders shall be submitted in letterhead of the firm with office seal and signature. Credential of working with Government Organisations shall be submitted with the tenders.
2. Rates shall be quoted separately against each item typed neatly in the following table. Correction, if any, shall be made by crossing out, initialling and dating

Sl. No.	Item	Rate to be quoted in Rupees for printing no. of copies						
		10,000	20,000	50,000	1,00,000	2,00,000	3,00,000	4,00,000
1.	Booklets of Panchayats & Rural Development (Text in Single colour and cover in 4 colours)							
2.	Booklets of Panchayats &							

Sl. No.	Item	Rate to be quoted in Rupees for printing no. of copies						
		10,000	20,000	50,000	1,00,000	2,00,000	3,00,000	4,00,000
	Rural Development (Text in 4 colours and cover in 4 colours)							
3.	Book page (with text in black and printing on one side only)							
4.	Book page (with text in black and printing on both side only)							
5.	Book page (with text in 4 colours and printing on one side only)							
6.	Book page (with text in 4 colours and printing on both side only)							

3. All duties, delivery charges upto Kolkata offices, taxes and other levies payable by the firm for carrying out the works shall be included in the total price. In case a finished booklet (S/N 1 & 2) exceed 48 text pages cost for additional pages will be paid proportionately. Similarly, in case a finished booklet contains less than 48 text pages, cost for additional pages will be decreased proportionately. Delivery of the printed items will be packed in 50s, 100s, 500s or 1000s will have to be made as per instruction of this organisation.
4. The quoted rates may remain valid for a period of 3 years after the deadline specified for submission. On the basis of this tender a panel of bonafide firms may be prepared by this organisation for offer of similar jobs in emergency by inviting rates from amongst them.
5. Delivery time: Within three weeks from the date of issue of work order in each case.
6. Credential of working with Government Department alongwith documentary evidence to be annexed with the tender. Preference will be given to those having high experience of working with Government Department.
7. Award of job: The undersigned will generally award works to the selected tender(s) on the following parameters namely lowest evaluated price and the best credentials and experiences. Notwithstanding the above, the undersigned reserves the right to accept or reject any tender and to cancel the bidding process and reject all tenders at any time prior to the award of contract without assigning any reasons whatsoever. Print order in each case will be issued after final correction of proofs and satisfaction about designs.
8. Payment terms: No advance shall be paid for the works. Payment will be made after completion of the supply of the materials within the specified date and after satisfaction about the quality of works as mentioned in this tender notice.
9. An amount of `20,000.00 (Rupees Twenty thousand) only will have to be deposited alongwith the tender as earnest money in the form of Demand Draft/ Banker's Cheque, drawn in favour of "STARPARD A/c For BRGF". The amount so deposited will be released in case of rejected tender within 15 days from the date of request. Government Presses need not deposit earnest money.
10. Each participating firm must of permanent Income Tax No., Sales Tax/VAT No. /registration and necessary documentary evidence in support of that will have to be submitted alongwith the offer.

11. On receipt of work order, the successful tenderer will have to be deposit 2% of the total work value with this organisation as Security Deposit. Security Deposit will be release after satisfactory completion of work.
12. Tenders, complete in all respects, addressed to the undersigned shall be dropped in the Tender Box only placed in this office at ICMARD Building (address mentioned above) during the period 02.11.2015 to 20.11.2015 (from 11.00 am to 2.00 pm on each day).
13. This organisation shall not take any responsibility of providing waybill to any printer for delivery of printed items from outside the state.
14. No tender shall be received through fax or e-mail.
15. Each participating firm is requested to submit paper sample duly stamped alongwith the quoted rate.

(Indranil Mukhopadhyay)
Deputy Secretary
STARPARD