



**SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES**  
[An Autonomous Institute under the Department of Science & Technology, Government of India]  
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Ref:SNB/ENQ/Annual Report/15-16/384(WP)

23.06.2015

Sealed quotations is hereby invited for the following items in two parts (Technical and Commercial bids). One large envelope containing two smaller envelopes containing Part A: Technical Bid and Part B: Commercial Bid need to be submitted separately – Two smaller envelopes should be super-scribed "**Technical Bid**"/"**Commercial Bid**" as the case may be.

Sl. No.	Item Description	Qty
1.	<b>Annual Report (2014-2015)</b> (as per sample of Centre's Annual Report 2013-2014) comprising of 250 pages, printed in 4 colour photo offset all through (175 lines) on 100 gsm imported matte art paper, laminated cover on 250 gsm imported art board, Photo Shoot, Visualization, Designing, Art work development, Digital coloured proof (5 copies), Binding & Delivery. 50 CDs of Annual Report (English) with cover page jacket.  English version ⇌ Hindi version ⇌	375 75
Design and layout of Hindi version will be same as English except textual part.		
<b>Part A: Technical Bid</b> The envelope should be super scribed "Technical Bid". The envelope should contain credibility support for technical bid as mentioned below: 1. Supporting documents for at least 3 years experience in printing, binding and designing. Work experience with at least two academic / scientific research organizations. The nature of work should be printing of Annual report / Conference Report / Scientific Bulletin etc. 2. Two such printed documents along with copies of respective work orders, should be supplied in technical bid. Printing and design quality of the supplied samples will also be the eligibility criteria for qualifying Technical Bid. 3. Earnest Money Deposit (EMD) should be submitted alongwith the Technical Bid.		
<b>Part B: Commercial Bid</b> The envelope should be super scribed "Commercial Bid". The commercial bid should contain the price quoted for the printing of Annual Report.		

Check the following list before submission of quotation:-

- 1) The quoted price must be inclusive of all taxes and charges.
- 2) Validity should be for 90 days from the date of opening.
- 3) Payment is subject to after delivery and satisfactory verification.
- 4) Earnest Money Deposit (EMD) of Rs.8,000/- (Rupees Eight thousand only) Is to be submitted alongwith Technical Bid in the form of Demand Draft in favour of S.N. Bose National Centre for Basic Sciences payable at Kolkata.
- 4a) EMD of unsuccessful bidder will be refunded without any interest whatsoever within 30 days after issue of purchase order to the successful bidder. EMD of the successful bidder will be returned without any interest after successful completion of the job.
- 4b) EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender including extended period if any. Further, if the successful tenderer fails to complete the job within the specified period its EMD will be forfeited.
- 5) Centre reserves the right to reject any or all bids without assigning any reason thereof.
- 6) Proof Reading : After confirmation of Final Proof, Annual Report should be submitted within 10 days.
- 7) Delivery period from the date of Purchase Order should be mentioned in the quotation.
- 8) Ref. no. should be mentioned on top of the quotation envelope.
- 9) Quotation for the above item should reach this office by **14<sup>th</sup> July, 2015**.

Thanking you,  
Yours faithfully,

S.K. SINGH  
(AR-Purchase)