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संदर्भ सं. / Ref. No. _____

दिनांक / Date :

BI/MC/ANN-REP-2019-20/2020

June 25, 2020

NOTICE INVITING TENDER FOR PREPARATION OF ANNUAL REPORT

Bose Institute, an autonomous Institute under Department of Science & Technology, Govt. of India, invites sealed tenders for **Designing, Typing, Printing, Binding & Delivery of Annual Report of Bose Institute for the year 2019-20**. Eligible vendors are requested to send Technical and Commercial bid in a sealed envelope with the statement "TECHNICAL AND COMMERCIAL BID FOR ANNUAL REPORT" clearly marked on the cover of envelope, alongwith enquiry No. and Date. The Sealed envelope should reach to BOSE INSTITUTE, Main Campus, 93/1, A.P.C. Road, latest by **August 10, 2020 by 14:00 Hrs**. Technical and Commercial bid will be opened at 15:30 Hrs on the same day. Please see the Specification of Annual Report in Annexure-I, Terms & Conditions in Annexure-II and Qualification / Eligibility Criteria for Printers in Annexure-III.

The successful bidder would be provided text material in English and photographs (Word/Power Point/ PDF, JPG format) on Pen Drive or CDs or via email.

Please quote your rate for complete book of Annual Report with Designing, Typesetting, Printing and Binding for English and Hindi (with English to Hindi translation) separately per book. VAT/GST will be paid at actual at the time of deliver as applicable.

Sd/-
(Prof. Rajarshi Ray)
Registrar (Officiating), BI

SPECIFICATION OF BOOK “ANNUAL REPORT”

Tender No. BI/MC/ANN-REP-2019-20/2020 Date : June 22, 2020

- Size** : 21 X 28 cms.
- Quantity** : 300 copies English
100 copies Hindi
- Hindi Translation** : Bidder should be provided with Hindi Translation work
- No. of Pages** : Inside Pages : 250 (Approximately)
Cover Matt Laminated: 4 Pages (with UV on front cover)
- Paper** : 120 GSM imported art paper for text
300 GSM imported art card for cover
- Printing** : Four Colour both text & cover
- Designing** : i) Innovation Concept should be applied for designing work comparable with international standards.
ii) Design and theme to flow inside pages.
iii) Placement of text, pictures, charts etc. at the appropriate places
iv) Image finishing
- Binding** : Perfect Binding with Stitching.
Note: Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding so that the pages do not come out even after using the Annual Report copies several times on a regular basis. The binding should be done carefully and there should not be a single book with short/extra pages.
- Proofing** : **First proof in normal print + Soft copy**
Second proof in Colour + Soft copy
Final Draft/Dummy in colour + Soft copy
- Packaging** : All copies of Annual Report are first to be packed in set of 10 books. Then the materials are to be packed in new, unused, sizeable cartons. In one box only 30 books will be packed. All the cartons should be duly labelled with title of the book “Annual Report” and quantity.
- Soft Copy** : Soft copy of the final report [in PDF and its open (original) file] is to be provided without any extra cost, along with printed reports to Bose Institute, Kolkata.

TERMS & CONDITIONS

1. **Work Schedule:**

- (i) Designing, typesetting and submission of proof material: within 10 days of providing the material.
- (ii) Hindi proof should be submitted within 7 days from the date of providing first proof of English draft.
- (iii) The final Draft/Dummy in colour with binding should be submitted within 7 days from the date of providing corrected draft.
- (iv) The representative of selected firm will have to come to Bose Institute, 93/1 A.P.C Road, Kolkata-700009 to collect the material as and when required immediately. A professional designer of the selected firm shall also be required to visit Bose Institute as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other expenses etc.
- (v) Translation work should be submitted within 15 days with design.
- (vi) **Terms of Delivery :** Goods shall be delivered at Bose Institute, 93/1, A.P.C. Road, Kolkata-700009 without any cost.

2. **Contract Period :** Initially for one year, extendable from year to year basis, subject to satisfactory performance of the firm during the contract period and subject to maximum of five years (including the initial one year).
3. **Terms of Payment :** Payment will be released only after the completion of job and after the receipt of all the material and books with soft copy with 100 % satisfactory delivery of Books. No partial job will be accepted for payment. **In case there is any increase or decrease in number of pages, the payment will be released accordingly on pro-rata basis.**
4. **Award of Work Order :** L1 (Lowest quoting firm) will be decided on the basis of grand total of price of the work.
5. **Earnest Money Deposit (EMD) :** An amount of EMD Rs. 30,000/- (Rupees Thirty Thousand) only to be deposited by renderer along with the bid in favour of “BOSE INSTITUTE” only in form of DD/PO/Electronic transfer.
6. If the bidder does not accept the work order or does not deliver the item within given stipulated time, the EMD will be forfeited.
7. The Institute can change the number of quantity to be printed at the time of issue of PO.
8. The tenders received late or who do not fulfil the terms & conditions will be rejected.
9. Bose Institute reserves the right to accept or reject any or all tender/s without assigning any reasons.

QUALIFICATION / ELIGIBILITY CRITERIA

1. **Experience & Past Performance** -- Printing of at least one Annual Report of a PSU / Govt. Organization during last 3 years (F.Y. 2016-17, 2017-18 & 2018-19).
2. Only those vendors having adequate in house infrastructural facilities for translation work, designing and composition, four colours printing including high quality scanner, image setters, binding and packing facility etc. along with experience of similar works only need to apply. Representatives of Bose Institute may visit to check the above facility before awarding the work.
3. PAN/GST/VAT registration, EMD and paper sample must be in the enveloped along with Technical and Commercial bid.
4. The printer/vendor should also enclose a self stating certificate that his firm has a good reputation and there is no complaint against it and have not been blacklisted from any Govt. Organisation.