

Directorate of
S.C. & S.T. Research & Training Institute, Bhubaneswar

No 3008 /pub -01/16 dt. 25.10.2019

QUOTATION CALL NOTICE

Sealed quotation are hereby invited from local farms/printers for submitting their price offer on Annual rate contract for printing of different books, booklets and brochures etc., as per specification of SC & ST Research & Training Institute, CRP Square, Bhubaneswar-751003 (copy enclosed).

The firms are requested to submit their offer in two bids (Technical & Financial) on or before **08.11.2019 at 1 P.M.** which will be opened on the same day at **4.30 P.M** in presence of the internal purchase committee and representative of the bidder firms. Before submission of the bid, a pre-bid meeting will be held on **02.11.2019 at 4.00 PM** in presence of committee members and representative of the interested firms. Agencies who are unable to attend the pre-bid meeting will not be considered for the selection process. Thereafter, the interested firms should submit their offer in a single sealed envelope containing the two bids (Technical & Financial) super scribed "Quotation for printing of Books, Booklets etc.". The Technical bids should contain Xerox copy of their firm registration documents / company registration documents / DIC and GST registration certificate, up-to-date copy of GST deposit acknowledgement payment chalan, Audit report of the two years , PAN/TIN No of the firm , document showing experience in printing of different materials as specified in the pre-bid meeting, documents showing their experience in doing printing work for different Government organizations, sample copies of various printed materials as per pre-bid specification along with their respective work order. The financial offer should be excluding of all applicable taxes The short listed farms will be asked to show sample copies of their work in front of the committee. In case of two farms quoted the same price, the decision of the purchase committee will be final on the basis of sample copies and work experience. The bidder farms may collect the specification on printing of books & booklets from office website (www.scstrti.in) or they may collect it from the office SCSTRTI., CRP Square, Bhubaneswar during office hour of each working days.

After finalization of the quotations, the selected farm should be able to print the book with in a period of 10 days from the date of receipt of the work order. The authority reserves the right to reject any or all quotations without assigning any reason thereof

Sd/-
Advisor-cum-Director
& Spl. Secretary to Govt.

Memo No. 3009 dt. 25.10.2019

Copy to Notice Board of ST & SC Dev. Deptt./ /SCSTRTI / ATLC Bhubaneswar for information.

Sd/-
Asst. Director (Stat/DDO)

Memo No. 3010 dt 25.10.2019

Copy to the Head Portal Group, Secretariat, IT Centre, Bhubaneswar for wide circulation of the notice through Govt. Website.

Sd/-
Asst. Director (Stat/DDO)

PRICE BID

1. BOOKS/BROCHURES

i) Size-24 X 18 cm

ii) Paper : Inner- 70/80/90 gsm map litho paper/90/130/170 gsm art paper

Cover-220/300 gsm art board / Hard board

iii) Printing Multicolour, Bi-colour & Single colour with scanning & processing

iv) Binding- Hard board binding/perfect binding

Sl. No.	Items	Units	Quoted price	
			500 copies	Addl. 500 copies
1.	Single colour printing, processing scanning & text setting	per 4 pages		
2.	Bi-colour printing and processing scanning & text setting			
3.	Multicolour printing, processing scanning planning, designing & text setting			
4.	Cover pages multicolour printing/processing (inner side blank)	per 2 pages		
	Jacket printing			
5.	Inner paper cost.	Per 04 pages		
	i)130 gsm art paper			
	ii)170 gsm art paper			
	iii)90 gsm art paper			
	iv) 90 gsm maplitha paper			
	v)80gsm maplitho paper vi) 70 gsm maplitho paper			
6.	Cover paper cost			
	220 gsm			
	300 gsm			
	170 gsm jacket			
7.	Lamination of cover page			
	Lamination of Jacket			
8.	Hard Board Binding			
	Perfect Binding			
	Staple Binding			
9.	Spot Lamination of Cover			

2. ANNUAL REPORTS/BOOKS/BROCHURES

i) Size-21 x 28 Cm

ii) Paper : Inner 70/80/90 gsm map litho paper/ 90/130/170 gsm art paper

Cover- 220/300 gsm art board/Hard board

iii) Printing: Multicolour, Bi-colour & Single colour with scanning & processing

Sl. No.	Items	Units	Quoted price	
			500 copies	Addl. 500 copies
1.	Single colour printing, processing scanning & text setting	per 4 pages		
2.	Bi-colour printing and processing scanning & text setting			
3.	Multicolour printing, processing scanning planning, designing & text setting			
4.	Cover pages multicolour printing/processing (inner side blank)	per 2 pages		
	Jacket printing			
5.	Inner paper cost.	Per 04 pages		
	i)130 gsm art paper			
	ii)170 gsm art paper			
	iii)90 gsm art paper			
	iv) 90 gsm maplitha paper			
	v)80gsm maplitho paper vi) 70 gsm maplitho paper			
6.	Cover paper cost			
	220 gsm			
	300 gsm			
	170 gsm jacket			
7.	Lamination of cover page			
	Lamination of Jacket			
8.	Hard Board Binding			
	Perfect Binding			
	Staple Binding			
9.	Spot Lamination of Cover			

3. BOOKS

i) Size-21.5 x 14 Cm

ii) Paper : Inner 70/80/90 gsm map litho paper/ 90/130/170 gsm art paper

Cover- 220/300 gsm art board/Hard board

iii) Printing: Multicolour, Bi-colour & Single colour with scanning & processing

Sl. No.	Items	Units	Quoted price	
			500 copies	Addl. 500 copies
1.	Single colour printing, processing scanning & text setting	per 4 pages		
2.	Bi-colour printing and processing scanning & text setting			
3.	Multicolour printing, processing scanning planning, designing & text setting			
4.	Cover pages multicolour printing/processing (inner side blank)	per 2 pages		
	Jacket printing			
5.	Inner paper cost.	Per 04 pages		
	i)130 gsm art paper			
	ii)170 gsm art paper			
	iii)90 gsm art paper			
	iv) 90 gsm maplitha paper			
	v)80gsm maplitho paper vi) 70 gsm maplitho paper			
6.	Cover paper cost			
	220 gsm			
	300 gsm			
	170 gsm jacket			
7.	Lamination of cover page			
	Lamination of Jacket			
8.	Hard Board Binding			
	Perfect Binding			
	Staple Binding			
9.	Spot Lamination of Cover			

Terms & Conditions

1. Bidder has to submit both technical bid with all relevant documents and price bid separately in sealed envelope.
2. Bidder should have multi colour Offset printing facility.
3. Bidder must have adequate experience in designing, editing and printing of Annual Reports, News Letters, Research Books, Brouchers etc.
4. Bidder must have skilled man power to ensure the correctness of the contents of the books to be printed. A list of skilled manpower to be enclosed.

Documents to be submitted along with technical bid

1. Registration Certificate of firm
 2. PAN
 3. Up-to-date VAT clearance certificates
 4. Copy of work orders of similar printing materials
 5. Sample copies of publications like, Books on research reports, Annual Activities Report (both B/W & color), New letters (in color), Coffee table book (B/W & color) Brochures (in color) of any Government Organization.
- ***Bids of Agencies without such sample copies will not be entertained .***