

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

No 2181 /pub -01/16 dt.16.08.2018

**QUOTATION CALL NOTICE**

Sealed quotation are hereby invited from local farms/printers for submitting their price offer on 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 **29.08.2018 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 **23.08.2018 at 3.30 PM** in presence of committee members and representative of the interested firms. 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](http://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/-

**Director & Spl. Secretary to Govt.**

**Memo No.2182 (3) dt. 16.08.2018**

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

Sd/-

**Asst. Director (Stat/DDO).**

**Memo No 2183 dt 16.08.2018**

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			

#### 4. FOLDERS/LEAFLETS

i) Size-56 X 21.5 cm./ 43 X 27 cm ( 3 fold)

ii) Paper : 220gsm /300gsm /130 gsm art

iii) Printing: Multicolour, Bi-colour & Single colour

Sl. No.	Items	Units	Quoted price	
			500 copies	Addl. 500 copies
1.	Multicolour printing	per 4 pages		
2.	Multicolour processing, text, setting scanning & planning	per 4 pages		
3.	Bi-colour printing	per 4 pages		
4.	Bi-colour processing text setting scanning & planning	per 4 pages		
5.	Single colour printing	per 4 pages		
6.	Single colour processing scanning, planning & designing	per 4 pages		
7.	Lamination & creasing	per 04 pages		
		per 6 pages		
		per 8 pages		
8.	Cost of paper : 130 gsm	per 04 pages		
		per 6 pages		
		per 8 pages		
	Cost of paper : 220 gsm	per 4 pages		
		per 6 pages		
		per 8 pages		
	Cost of paper : 300 gsm	per 4 pages		
		per 6 pages		
		per 8 pages		
9.	Spot Lamination of Cover			

## 5. NEWS LETTER

- i. Size- Demi ¼ (21 X 28 cm size approx)
- ii. Paper- 130/170/220 gsm art paper
- iii. Printing- Multicolour with scanning & processing
- iv. Stitching: Stapler Binding

Sl. No.	Items	Units	Quoted price	
			500 copies	Addl. 500 copies
1.	Multicolour printing	per 4 pages		
2.	Multicolour text setting + processing	per 4 pages		
3.	Cost of paper	per 4 pages		
	220 gsm			
	130 gsm			
	170 gsm			
4	Staple Binding			

## 6. PHOTO HANDBOOK

Sl. No.	Items	Quoted price
	Size- 20 x 20 cm Paper : 220 gsm art paper No.of pages : 32 Printing : Multicolour with scanning & processing Cover Lamination : Gloss/Matt Stitching Stapler binding Quantity 1000 copies	

## 7. LEAFLETS (B/W) /COLOUR

Sl. No.	Items	Quoted price					
		Black & White				Multi Colour	
	Size- 21 x 28 cm Printing : Black & White / Multicolour with scanning & processing	1000	Addl. 1000	Addl 5000	Addl 10000	1000	Addl. 1000
	Total Cost with Paper : 60 gsm ML						
	Total Cost with Paper : 70 gsm ML						
	Total Cost with Paper : 80 gsm ML						
	Total Cost with Paper : 90 gsm Art Paper						
	Total Cost with Paper : 130 gsm Art Paper						

## 8. POSTER

Sl. No.	Items	Quoted price			
		17'' x 22'' Size		22'' x 35'' Size	
	Printing : Multicolour with scanning & processing	1000	Addl. 1000	1000	Addl. 1000
	Total Cost with Paper : 80 gsm Map Litho				
	Total Cost with Paper : 90 gsm Art Paper				
	Total Cost with Paper : 130 gsm Art Paper				

## 9. CALENDERS

Sl. No.	Items	Quoted price				
	Designing and Multicolour Printing of Calendar, WIRO BINDING with Hanger	7 sheeters		13 sheeters		
		500	Addl. 500	500	Addl. 500	
	Total Cost with Paper : 130 gsm Art Paper	Size 14" x 19"				
	Total Cost with Paper : 170 gsm Art Paper					
	Total Cost with Paper : 130 gsm Art Paper	Size 17" x 22"				
Total Cost with Paper : 170 gsm Art Paper						

## 10. INVITATION CARDS

Sl. No.	Items	Quoted price				
	Designing and Multicolour Printing of Invitation Cards with Envelop	Offset Printing		Screen Printing		
		500	Addl. 500	200	Addl. 100	
	Total Cost with Paper : 220 gsm Art Paper	Size 8" x 5"				
	Total Cost with Paper : 300 gsm Art Paper					
	Total Cost with Paper : 220 gsm Art Paper	Size 8" x 10" (Folded)				
Total Cost with Paper : 300 gsm Art Paper						



## 11. CERTIFICATES

Sl. No.	Items	Unit Cost	
	Printing : Multicolour Paper : 220/250 gsm	A4 Size	9" x 12" Size

## 12. I - CARDS

Sl. No.	Items	Unit Cost	
	Printing : Multicolour Paper : 220/250 gsm Plastic Pouch Neck Band	Portrait	Landscape

## Terms & Conditions

1. Bidder has to submit both technical bid with all relevant documents and price bid separately in sealed envelop.
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.

## 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