As per the list of firms enclosed

Sirs,

Sub: - Invitation for sealed rate quotation for PRINTING OF ANNUAL REPORT 2017-18 -reg.

Sealed rate quotations are invited from the interested parties for printing of Annual Report in two bid system with quotation/rates per book (in figure and words) including delivery cost in a sealed cover addressed to The Scientist-D & Head, MSSO, Central Silk Board, CSB Complex, Reshom Nagar (State Sericulture farm), Khanapara, Guwahati, Assam- 22. The specified paper samples must be furnished alongwith quotation, failing which the rates of the concerned firm will not be considered.

1. Elegibility criteria:

All the following documents should be submitted in an envelope.

(i) Self attested undertaking that the firm has never been blacklisted by any Government Department, Ministry, and Organization/PSU etc.
(ii) Sample of text paper and cover mentioning the quality, GSM etc.
(iii) Copy of PAN
(iv) Copy of GST certificate.
(v) EMD of Rs.1000/- (in the form of DD/BC/FDR/BG from Nationalised Bank in favour, MSSO, Central Silk Board, Guwahati

All the above documents are to be submitted duly self attested including tender document.

The particulars of the work are as under:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Specification</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Printing of Annual Report</td>
<td>As per the specification, enclosed</td>
<td>100 nos.</td>
</tr>
<tr>
<td></td>
<td>Anx.I, II &amp; III</td>
<td></td>
</tr>
</tbody>
</table>

The Successful bidder will require to submit a performance security deposit for an amount equivalent to 5% of the tender value before placing the supply order. In the event of non-supply of the desired printed material in time or withdrawing from the tender process, the entire amount of the security deposit will be forfeited.

Important Dates: Bid Issue Date:10.00 AM 08.01.2019
Bid Closing Date: 2.00 PM 29.01.2019
Bid opening Date: 3.00PM 29.01.2019

[Signature]

[Name]

SCIENTIST - D & HEAD

Central Silk Board
Muga Silkworm Seed Organization
Ministry of Textiles
GoI.
## TECHNICAL SPECIFICATION FOR PRINTING & SUPPLY ANNUAL REPORT 2017-18

<table>
<thead>
<tr>
<th>#</th>
<th>Particulars</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Name of Publication</td>
<td>MSSO Central Silk Board (Annual Report 2017-18)</td>
</tr>
<tr>
<td>02</td>
<td>Size</td>
<td>24.5 cm X 18.5 cm</td>
</tr>
<tr>
<td>03</td>
<td>Print Area</td>
<td>19 cm-14 cm</td>
</tr>
<tr>
<td>04</td>
<td>No. of pages (including charts, graphs &amp; tables, etc.)</td>
<td>88-90 pages</td>
</tr>
<tr>
<td>05</td>
<td>Cover</td>
<td>220 GSM India Art Card (Glossy) with thermal lamination. (A copy of Annual Report as sample is available for perusal, on request)</td>
</tr>
<tr>
<td>06</td>
<td>Paper for Text</td>
<td>130 gsm. Art paper. (A copy of Annual Report as sample is available for perusal, on request)</td>
</tr>
<tr>
<td>07</td>
<td>Process of production</td>
<td>High Class multi colour Offset printing</td>
</tr>
<tr>
<td>08</td>
<td>Language</td>
<td>Biligual (Hindi &amp; English)</td>
</tr>
<tr>
<td>09</td>
<td>Material for Reproduction</td>
<td>The matter will be provided in MS Word both in English &amp; Hindi. The soft copy provided in the Hindi front may be incompatible for processing and may require fresh composing of the text. Activities like setting of text matter, proof reading &amp; scanning of graphs/photographs will be carried out by the printer on quality software &amp; high quality scanners. The printer should have adequate Technical man power/staff to handle typing, page setting, proof reading and corrections in Hindi and English.</td>
</tr>
<tr>
<td>10</td>
<td>Pre-Press activities</td>
<td>(a) Setting up &amp; designing of text &amp; cover will be done by the printer. (b) Four sets of black &amp; white proofs and four sets of colour proofs may be shown at different stages.</td>
</tr>
<tr>
<td>11</td>
<td>Adequate equipment/machinery etc.</td>
<td>Printer should have adequate and latest equipment/machinery in good working conditions/printing simultaneously without delay. Besides readily entertaining the corrections/additions/ in English/Hindi proof, if any, while it is under print should be ensured that no such errors occur in subsequent proofs which has been already corrected in earlier proofs.</td>
</tr>
<tr>
<td>12</td>
<td>Software for conversion of different Hindi fronts</td>
<td>Printer should have en-design / or other compatible software to convert the text in different Hindi font to Unicode supported (Mangal or other Hindi) font.</td>
</tr>
<tr>
<td>13</td>
<td>Competency &amp; Target date for supply of proofs and printed copies</td>
<td>Printer should produce first proof within one week from the date of the order and subsequent i.e. second or third proof within three days (Hindi &amp; English) and the completed printed well bound report within 3 days after the final print order and deliver the copies of Annual Report 2017-18 to this office or any other place desired by this office.</td>
</tr>
</tbody>
</table>
ADDITIONAL TERMS AND CONDITIONS

1. Any deviation from the quality of paper, printing, binding and damaged supply may attract heavy penalties to be decided by The Scientist-D & Head. The Scientist-D & Head keeps the right to reject the entire or part supply of defected material which is not found satisfactory as per demand. In such cases this office shall be entitled to get the work done from elsewhere and recover the the consequential loss sustain from the firm for getting the work done either through other firm or the firms selected through the process afresh.

2. In case of any dispute the matter will be referred to the Arbitrator appointed by Central Silk Board.

3. All the dispute are subject to the Guwahati jurisdiction.

4. The sample of the boards previous year printed Annual Report can be seen on any working day between 9.00 AM to 5.00 PM from 10.01.2019-29.01.2019

5. The quotations (in sealed covered) comprising of two sealed envelopes “Technical” and “Financial” bid as per the details mentioned at Annexures will be accepted upto 2.00 PM on 29 January 2019 and will be opened at 3.00 PM on 29 January 2019. In the event of Holiday on the bid submission and opening date then next working day be treated as the last date. The sealed quotation may be dropped in the Tender Box placed in Stores section of MSSO, Central Silk Board, Guwahati.

6. Scientist-D & Head, MSSO, Central Silk Board, Guwahati reserves the right to partially or fully cancel the tender process without assigning any reason.

7. Quotations should be complete in all respects.

8. On acceptance of rates quoted by any printer, he will have to abide by the terms and conditions of the Board specified in the Enquiry/ work order letter which form part and parcel of these terms and conditions.

9. The printer should execute the job in clear and legible type, form and style and in a good workmanship manner in accordance with the specifications and time schedule fixed by Central Silk Board.

10. The printer shall take every care to ensure that the materials supplied for printing of the Annual Report do not fall into unauthorized hands and are returned to this office, intact, after the completion of job.

11. The Central Silk Board shall pay rates for different items of work executed by the printer as per schedule of rates of the successful bidder, agreed upon. However, if any item of work not provided for in schedule, is required to be performed, rates for the same shall be determined separately by mutual consent. Payment shall be made against credit bills (subject to deduction at source, of income tax or any other tax applicable at the prescribed rates), after the delivery of the printed copies.

12. In case of cancellation of the job due to unavoidable circumstances or force major conditions, beyond the control of the Board, the liability for the payment by the Board will be restricted to the portion of the work already executed by the printer.

13. The Board will not be liable for any postal delays.

14. All documents needs to be seal and signed by authorized signatory of the firm.
# PRESS QUOTATION PROFORMA FOR PRINTING OF ANNUAL REPORT

1. Name and address of the bidder:

2. Telephone No:

3. Contact No:

## RATE SCHEDULE

### COMPOSING, DESIGNING OF LAYOUT & PRINTING OF ANNUAL REPORT

1. Gross price for printing of 100 copies Annual Report (In Rs.)

2. Applicable GST (...%) (In Rs.)

3. Any other taxes (..................) (in Rs.)

4. Delivery Charge (if any) (in Rs.)

5. Any other charges (.........................) if any (in Rs.)

6. **Net price** (for composing/printing/binding/delivery and taxes) (in Rs.)

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Place: 
Date: 

**SIGNATURE**