महोदय/Sir,

विषय/Sub: Printing and supply of Annual Report for the year 2019-20-reg

---

With reference to the above, the Annual Report for 2019-20 pertaining to this institute needs to printed in Off-set printing process as per specifications at Annexure – I. In this connection, competitive quotations are invited for printing and supply of 50 copies of the said report in the format enclosed at Annexure – II, subject to the following terms and conditions:

1. Rates quoted should be F.O.R. destination and must be valid for 90 days from the date of submission of quotation.
2. Supply should be executed within 15 days from the date of approval of final proof, failing which a penalty @0.5% of the total cost of the ordered items per week will be charged. Even one day delay after the stipulated date will be accounted as one week for penalty purpose.
3. Samples of the work carried out by the printer, if any, as proof of quality workmanship is to be enclosed.
4. Quotation should also be accompanied with the sample paper to be used duly signed by the printer.
5. No Cash / Advance payment will be made. Bill of cost will be settled in full after satisfactory completion of supply.
6. The Director, SBRL, Kodathi reserves the right to accept or reject any or all quotations, without assigning any reason, whatsoever and in case of any dispute, the decision of the Director, SBRL, Kodathi will be final and binding on them.
7. Quotations addressed to the Director, SERI-BIOTECH Research Laboratory, Central Silk Board, Carmelaram Post, Kodathi, Bangalore – 560 035 should be sent in a sealed cover, superscribing “Quotation for printing and supply of SBRL Annual Report 2019-20” to reach this office on or before 30th July 2020, 3 p.m., which will be opened on the same day at 3.30 p.m. Quotations received after the due date / time will not be entertained.

यह आपके ज्ञानकारी और आवश्यक करवाई हेतु है:

This is for your kind information and needful.

भव्यवैह/Dr. K. M. Ponnuel  
वैज्ञानिक-डी/ Scientist-D

संलग्न :यथोपर:Enclo: As above
SPECIFICATIONS FOR PRINTING OF ANNUAL REPORT OF SBRL, KODATHI
FOR THE YEAR .......

1. Number of books : 75
2. Size of the book : 11" [length] x 8.5" [width]
3. Language : English with 8 pages in Hindi
4. Number of text pages : Approximately 50 + 4 pages wrapper
5. Paper
   (a) Text : 130 gsm Indian Art (Sinar)
   (b) Wrapper : 300 gsm Indian Art Board (Sinar)
6. Colour
   (a) Text : Single colour (black)
   (b) Graphs/photographs : 8 pages with multicolour
   (c) Wrapper : Multicolour (on all four sides)
7. Composing
   (a) Text : This office will supply soft copies of the text including graphs and photographs. The text will be in MS-Word, graphs and photographs will be in JPEG format. Hindi text will be also be given. The printer will align the matter as per the specified layout.
   (b) Wrapper : The printer shall design the wrapper with Hindi and English titles wherever required as per the concept provided, utilizing multicolour photographs.
8. Proofs : Three proofs to be given for the text pages. Two proofs (one black & white and one colour) for cover and graph pages.
9. Lamination : Matt lamination is required for outer side of cover page
10. Binding : Center pinning
11. Delivery : Within 15 days from the date of approval of final proof
PRINTING OF ANNUAL REPORT OF SBRL, KODATHI FOR THE YEAR .......

QUOTATION FORMAT

1. Name and address of the printer :

2. Name of contact person :

3. Telephone number :

4. Mode of printing : Offset printing

5. Number of books :

6. Rate Schedule :
   a) Rate for printing 4 single black and white pages :
   b) Rate for printing 8 multi colour pages :
   c) Wrapper:
      Charges for printing multi-colour (four pages) and
      matt lamination(outer two pages)of cover page :
   d) Lot rate for center pinning (75 books) :

7. Taxes, if any, give details :

8. Other terms and conditions, if any :

Signature of printer with seal

Place: 
Date: