

क्रम सं. /Sl. No.	सामग्री का विवरण और विनिर्देश/ Description & Specification of Store	मात्रा/ Quantity
01	Printing & Supply of NCSM Activity Report & Annual Report 2017-18 as per enclosed specification and Terms & Conditions for the Printers  Rate should be quoted strictly as per our prescribed format as mentioned in Annexure - I	1500 Nos Activity Report  175 Nos. Annual Report

दर केवल एफ.ओ.आर. विधान नगर के आधार पर बतलाई जानी चाहिए। Rate should be quoted on F.O.R. Bidhannagar basis only.

वर्तमान जी.एस.टी की लागू दर (%) को स्पष्टतः दर्शाते हुए दर को उद्धृत किया जाना चाहिए एवं निविदा के साथ जी.एस.टी पंजीयन प्रमाण पत्र की प्रति भी प्रस्तुत की जानी चाहिए। (अंतिम पंजीयन प्रमाण पत्र भी कुछ वक्त के लिए इस उद्देश्य की पूर्ति करेगा) Rate should be quoted clearly indicating applicable rate (%) of present GST and also submit copy of GST Registration Certificate along with the tender. (Provisional Registration Certificate will also serve the purpose for the time being)

दर पूर्णतः प्रति खंड के आधार पर ही बताई जानी चाहिए। दर सूचियों में शीघ्रतम सुपुर्दगी का समय उल्लिखित किया जाना चाहिए। Rate should be quoted strictly per piece basis only. Earliest Delivery Period must be mentioned in the quotations.

मोहरबंद कोटेशन, इन्हें प्रस्तुत करने की नियत तिथि के अगले कार्य दिवस पर 4 बजे अपराह्न में खोले जाएंगे। Sealed quotations shall be opened at 4 pm on the very next day of the due date for submission of quotations.

परिषद द्वारा किसी भी कारण से कोई अग्रिम नहीं दिया जाएगा। भुगतान हमारे द्वारा वस्तुओं के संतोषजनक निरीक्षण एवं उनकी सही हालत में प्राप्ति के बाद ही आपके बीजक की प्राप्ति की तिथि से 30 दिनों के भीतर किया जाएगा। No Advance shall be made by the Council for any reason whatsoever. Payment shall only be released after safe receipt and satisfactory inspection of the items at this end and within 30 days from the date of receipt of your invoice.

(नमूना: कोटेशन के साथ प्रस्तुत किया जा सकता है/Sample may be submitted along with your quotation)

ज्ञाप/ ENQUIRY

दूरभाष: 2357-0850/9347/48

फैक्स: 091-033-2357-6008



राष्ट्रीय विज्ञान संग्रहालय परिषद/ NATIONAL COUNCIL OF SCIENCE MUSEUMS  
(संस्कृति मंत्रालय के अंतर्गत/ Under Ministry of Culture)

भारत सरकार/ GOVT. OF INDIA

ब्लॉक-जीएन/ BLOCK-GN, सेक्टर-व/ SECTOR-V, विधाननगर/ BIDHANNAGAR, कोलकाता/ KOLKATA-700091

सेवा में/ To

संदर्भ सं. / Ref. No. I-18014/4/18(62)

दिनांक/ Date: 29.5.2018

OFFICE COPY

प्रिय महोदय/ Dear Sirs,

नीचे मुद्रित नियमों व शर्तों के अनुसार हाशिए में दी गई सामग्री के लिए कृपया दिनांक \_\_\_\_\_ या उससे पहले अधोस्ताक्षरी को संबोधित दो प्रतियों में अपने कोटेशन हमारी संदर्भ संख्या व तिथि के विधिवत उपरिअंकनयुक्त मोहरबंद लिफाफे में प्रस्तुत करें।

Kindly submit on or before **13.6.2018** your quotation in **DUPLICATE in SEALED COVER** for addressed to the undersigned with our reference number and date **DULY SUPERSCRIBED ON THE COVER** for the stores noted in the margin subject to the terms and conditions printed below:

हमारी संदर्भ संख्या व तिथि के विधिवत उपरिअंकन के बिना एवं मोहरबंद लिफाफे में प्रस्तुत न करने पर निविदा-प्रपत्र स्वीकार नहीं किए जाएंगे। / Tender Form if not submitted in sealed cover with our Reference No. and date duly superscribed will not be entertained.

**विशेष नोट/ SPECIAL NOTE:** अपना कोटेशन भेजते समय कृपया निम्नलिखित बिन्दुओं का विशेष रूप से उल्लेख करें/ While forwarding your quotation please mention specifically the following :-

(i) गुणवत्ता व निर्मित/ Quality and make (ii) सुपुर्दगी अवधि/ Delivery period (iii) बैंक विवरण/ Bank details (iv) सुपुर्दगी या अन्य प्रभार, यदि कोई है, तो कोटेशन में अनिवार्यतः उल्लिखित हो, अन्यथा इसपर बाद में विचार नहीं किया जाएगा।/ Delivery or other charges, if any, must be mentioned in the quotation, otherwise this will not be considered later on.

यदि वस्तु/वस्तुओं का/के क्रयदेश दिया जाता है/दिए जाते हैं तो संग्रहालय के परिसर में सुपुर्दगी की जानी है। इसलिए संग्रहालय को शुल्क-मुक्त सुपुर्दगी किए जाने के आधार पर कोटेशन प्रस्तुत किया जाना चाहिए।/ The item(s) if ordered is/are to be delivered at the premises of the Museum. The quotation should, therefore, be submitted on the basis of delivery free to the Museums.

भवदीय/ Yours faithfully,

(A.K.SARDAR)

Dy. Controller of Stores & Purchase

**SPECIFICATION**

**Printing and Supply of NCSM Activity Report & Annual Report 2017-18**

Sl. No.	Item	Remarks
1.	Quantity	<b>Activity Report</b> - 1500 nos. <b>Annual Report</b> - 175 nos.
2.	Size	8.5" x 11" (21.5 cm x 28 cm finished size)
3.	Printing process	Photo-offset
4.	Printing	<b>Activity Report</b> - No. of Pages: 104 pages, 4 colour throughout (to be printed on Gloss art or Maplitho Paper)  <b>Annual Report</b> - No. of Pages: 224 pages, 4 colour throughout (to be printed on Gloss art or Maplitho Paper)
5.	Paper	<b>Inside Pages:</b> Gloss art (90 GSM) or Maplitho (100 GSM) (one of the paper would be used but rate to be quoted separately for both type of papers).  <b>Cover:</b> Lumi/Nevea Mat Art Board (300 GSM) with Mat lamination on cover
6.	Binding	Section Sewing & Perfect Binding with Cover
7.	Artwork and Processing	NCSM will provide complete Artwork in CD with text & photographs. All photos (approx 300 nos.) are to be individually corrected by the agency for best reproduction. Complete colour printouts will also be provided from NCSM for reference. The agency shall have to correct Hindi & English text, if necessary.
8.	Cover Printing & Additional Fabrication	Cover size will be 17.25" x 11" (including spine)  Cover Printing: Front side 4 colour throughout for both Activity Report & Annual Report.  175 nos. separate Cover for Annual Report have to be printed. The spine thickness of the cover of Annual Report would be roughly double the thickness of Activity Report Cover)  There may be fabrication at the inside/front of cover and the actual Design & Fabrication of additional cover will be supplied at a later stage. The printer will have to do the fabrication work.
9.	Proofing	Same size digital proof (offset-print calibrated) to be approved by NCSM before final printing in two stages incorporating corrections as marked by NCSM officials.
10.	Delivery	(a) Complete same size 1 <sup>st</sup> colour digital proof must be submitted at NCSM office within 7 days from the date of receipt of order & materials.  (b) Complete & finished materials must reach this office within 10 days from final approval of print order.
11.	Matching envelope	1500 nos. matching envelopes (90 GSM good quality paper) with one colour printing on one side only for Activity Report
12.	Rate for Additional 4 pages	Rate for ±4 pages to be submitted along with the quotation.
13.	Time Schedule	<b>Activity Report:</b> by the first/second week of July 2018 <b>Annual Report:</b> by 10 <sup>th</sup> - 15 <sup>th</sup> November 2018



**Specification & Terms and Conditions for the Printers**

1. Printer should have a full-fledged DTP unit with skilled manpower for doing necessary modification, correction (both in English and Hindi), colour correction of pictures etc.
2. Printer must have its own 4 colour Printing Press with complete binding & fabrication set up. Job will be awarded only after due inspection of infrastructure.
3. Printer should be a registered firm/entity at least from last 10 years. (Please enclose supporting document)
4. Printer should have a valid GSTIN. (Copy of GSTIN to be enclosed)
5. Printer should submit copy of PAN and IT return for last financial Year.
6. Complete calibrated colour digital proof must be got approved by the competent authority of the council before printing.
7. Signed and Sealed Sample of A4 size minimum Paper as per specifications to be enclosed with quotation.
8. There might be additional fabrication in Cover of the report.
9. Rates are to be quoted as per attached proforma showing applicable GST rate, HSN/SAC Code and GST amount separately and supporting document explaining applicable GST rate to be submitted along with the format. Submitted rate may be rejected if supporting document explaining applicable GST rate and Code is not submitted or not properly justified.
10. Delivery time line from the date of approval to be strictly maintained.
11. NCSM reserves the right to award/cancel the work and no communication in this regard shall be entertained. Decision of NCSM in this regard shall be final and binding.

**Note: Agencies/Firms are advised to contact PRO, NCSM for any clarification regarding fabrication of Cover & any printing related queries before quoting the rate.**

**Documents to be submitted along with the quotation:**

1. Supporting document for registration of firm/agency
2. Copy of GST Registration No.
3. Copy of PAN No.
4. Bank Details
5. Copy of IT Return for last financial year.
6. Paper Sample as specified in the document. (i.e. Paper sample in specified size for Inside Page, Cover and envelope)
7. Applicable GST rate and HSN/SAC Code to be mentioned and supporting document to be submitted.



Format for Submission of rate (to be submitted on the Letter Pad of the Firm/Agency)

**Printing of Activity Report 2017-18 & Annual Report 2017-18**

1. Name of the Agency/firm :
2. Nodal Contact Person for this work:  
(Name & Contact details of the person who will be involved in coordination of the work from NCSM  
Telephone/Fax number (s) :  
E-mail ID :  
Mobile No. :
3. Submitted Rate :

Sl. No.	Item	Quantity	Rate (A)	GST rate with Code	GST Amount (B)	Total Amount C=(A+B)
1.	<b>Printing of Activity Report</b> (104 pages all 4 colour)					
	Paper: Gloss Art	1500				
	Paper: Maplitho Paper	1500				
2.	<b>Printing and Fabrication of Matching Envelope</b>	1500				
3.	<b>Printing of Annual Report</b> (224, pages all 4 colour)					
	Paper: all 224 pages on Gloss Art Paper	175				
	Paper: all 224 pages on Maplitho Paper	175				
4.	<b>Additional Rate for ±4 pages with 4 Colour Printing</b>	As per Requirement				
	Paper: Gloss Art					
	Paper: Maplitho					

Date:

Place:

Seal of the Organization:

Name:

Designation:

**NOTE: The cost mentioned here would be considered as the final quote from the agency/firm and no further change shall be accepted.**

