



TENDER NOTICE

9 November 2017

Sealed quotations are invited for printing and binding of proposal document from printers/ agencies working in this field. The printer/ agency should have valid documents like PAN, trade license, Tax, etc.

A. Scope of Work: The proposal document shall be of following specifications :

Work Elements – (a) Composing (b) Scanning (c) retouching of photos (50 approx.)
(d) Designing (e) Printing (f) Binding

Size : A4 size

Inside pages : 75 gsm Maplitho

Cover - 4 colours, laminated, 250 gsm

Pages : Cover + 6500 pages to be bound in 10 volumes (each volume should contain 650 pages)
Printing : computer print

The break up is given below:

Black & white print : 5000 pages

Colour print : 1500 pages

No. of Photos: 50 Nos.

Binding : Perfect Binding

B. Total Quantity : 10 copies i.e., 6500 pages X 10 copies = 65,000 pages

The break up is given below:

Total Black & white print : 5000 pages X 10 = 50,000 pages

Colour print : 1500 pages X 10 = 15,000 pages

Printing schedule : All printed copies duly bound are required within 10 days after the manuscript is delivered

Sealed quotations, as per attached proforma, along with the relevant documents should reach the Office of the University Librarian, University of Calcutta, 87/1, College Street, Kolkata-700073 on or before 20 November 2017. The price should be quoted for the entire work as per the proforma of the financial bid based on A & B as above, i.e. the scope of work and total quantity.

No other format for the bid shall be accepted.

**University Librarian
University of Calcutta**



Proforma of the Financial Bid

Subject : Composing, scanning, retouching of photos, designing, printing and binding of proposal document

1. Name of the Printer/ Agency :

2. Complete Address :
(attach self attested copy of valid identity card e.g. Voter Card/ PAN Card/ Aadhar Card/ Driving License)

3. Rates for the entire work as per the scope of work (A) and quantity (B) including taxes. : Rs
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Signature with Seal

Date :