



**मुख्य कैंपस / Main Campus :**

93/1, आचार्य प्रफुल्ल चंद्र रोड़, कोलकाता-700 009  
93/1, Acharya Prafulla Chandra Road, Kolkata-700 009  
फोन/Phone : 2350-7073 (निदेशक/Director)  
इपीएबीएक्स /EPABX : 2350-6619/6702/2402/2403, 2303-0000/1111  
फैक्स/Fax : 91-33-2350 6790

**शतवार्षिकी भवन / Centenary Building :**

पी-1/12, सी.आई.टी. स्कीम-VII-एम, कोलकाता-700 054  
P-1/12, C.I.T. Scheme VII-M, Kolkata-700 054  
फोन/Phone : 2355-7434 (निदेशक/Director), 2355-0595 (रजिस्ट्रार/Registrar)  
इपीएबीएक्स /EPABX : 2355-9416/9219/9544, 2569-3271, फैक्स/Fax : 91-33-2355-3886

**समन्वित शैक्षिक परिसर / Unified Academic Campus :**

ब्लॉक-ईएन, प्लॉट नं-80, सेक्टर-V, सॉल्ट लेक सिटी, कोलकाता-700 091  
Block-EN, Plot No.-80, Sector-V, Salt Lake City, Kolkata-700 091  
फोन/Phone : 2569-3131 (निदेशक/Director)  
इपीएबीएक्स /EPABX : 2569-3123/28, फैक्स/Fax : 91-33-2569-3127

संदर्भ सं. / Ref. No. \_\_\_\_\_

दिनांक / Date :

**BI/ANN-REP/01/2020-21**

**July 8, 2021**

**NOTICE INVITING TENDER FOR PREPARATION OF ANNUAL REPORT-2020-21**

Bose Institute, an autonomous Institute under Department of Science & Technology, Govt. of India, invites sealed tenders for **Printing (including paper), Binding & Delivery of Annual Report of Bose Institute for the year 2020-21**. Eligible vendors are requested to send quotation in a sealed envelope with clearly marked enquiry No. and Date on the cover of envelope. The Sealed envelope should reach to BOSE INSTITUTE, Main Campus, 93/1, A.P.C. Road, latest by July 20, 2021 by 14:00 Hrs. Quotations will be opened on July 22, 2021 at 14:00.

<b>Date of tender notification</b>	<b>BI/Ann-Rep/01/2020-21</b>
<b>Download of tender document commence from</b>	<b>09/07/2021</b>
<b>Last date of download of Tender documents</b>	<b>22/07/2021</b>
<b>Last date for receipt of duly filled in tenders</b>	<b>22/07/2021</b>
<b>Date and time of opening of tenders (Technical)</b>	<b>22/07/2021 by 16:00 Hrs</b>

The successful bidder would be provided text material in English & Hindi both and photographs (Word/Power Point/ PDF, JPG format) on Pen Drive or CDs or via email.

Please quote your rate for complete book of Annual Report with Printing (including paper) and Binding for English and Hindi separately per book. VAT/GST will be paid at actual at the time of deliver as applicable.

(Prof. Rajarshi Ray)  
Registrar (Officiating), BI

**SPECIFICATION OF PRINTING (INCLUDING PAPER) & BINDING OF**  
**“ANNUAL REPORT 2020-2021”**

- Size** : 21 X 28 cms.
- Quantity** : 125 copies English  
40 copies Hindi
- No. of Pages** : Inside Pages : 280 (Approximately)  
Cover Matt Laminated: 4 Pages (with UV on front cover)
- Paper** : 120 GSM imported art paper for text  
300 GSM imported art card for cover
- Printing** : Four Colour both text & cover
- Binding** : Perfect Binding with Stitching.  
**Note:** Excellent quality of glue & proper online gluing during binding to be ensured to set pages in position and all appropriate measures to be taken in binding so that the pages do not come out even after using the Annual Report copies several times on a regular basis. The binding should be done carefully and there should not be a single book with short/extra pages.
- Proofing** : **First proof in Colour + Soft copy**  
**Final Draft/Dummy in colour + Soft copy**
- Packaging** : All copies of Annual Report are first to be packed in set of 10 books. Then the materials are to be packed in new, unused, sizeable cartons. In one box only 30 books will be packed. All the cartons should be duly labelled with title of the book “Annual Report” and quantity.
- Soft Copy** : Soft copy of the final report [in PDF and its open (original) file] is to be provided without any extra cost, along with printed reports to Bose Institute, Kolkata.

TERMS & CONDITIONS

1. **Work Schedule:**

- (i) English & Hindi proofs of corrected draft, if any, should be submitted within 7 days from the date of providing soft copy of English & Hindi..
- (ii) The final Draft/Dummy in colour with binding should be submitted within 7 days from the date of providing corrected draft.
- (iii) The representative of selected firm will have to come to Bose Institute, 93/1 A.P.C Road, Kolkata-700009 to collect the material as and when required immediately. A professional designer of the selected firm shall also be required to visit Bose Institute as and when required immediately till the completion of work. No charges shall be paid towards their travel, conveyance and other expenses etc.
- (iv) English & Hindi draft copy should be submitted within 7 days including hard copy & soft copy with design before printing.
- (v) **Terms of Delivery :** Goods shall be delivered at Bose Institute, 93/1, A.P.C. Road, Kolkata-700009, without any cost.

4. **Contact Period :** Initially for one year.

5. **Terms of Payment :** Payment will be released only after the completion of job and after the receipt of all the material and books with soft copy with 100 % satisfactory delivery of Books. No partial job will be accepted for payment. **In case there is any increase or decrease in number of pages, the payment will be released accordingly on pro-rata basis.**

6. **Award of Work Order :** L1 (Lowest quoting firm) will be decided on the basis of grand total of price of the work.

7. **Earnest Money Deposit (EMD) :** An amount of EMD Rs. 30,000/- (Rupees Thirty Thousand) only to be deposited by tenderer along with the bid in favour of "BOSE INSTITUTE" only in form of DD/PO/Electronic transfer.

8. If the bidder does not accept the work order or does not deliver the item within given stipulated time, the EMD will be forfeited.

9. The Institute can change the number of quantity to be printed at the time of issue of PO.

10. The tenders received late or who do not fulfil the terms & conditions will be rejected.

11. Bose Institute reserves the right to accept or reject any or all tender/s without assigning any reasons.

**QUALIFICATION / ELIGIBILITY CRITERIA**

1. **Experience & Past Performance** -- Printing of at least one Annual Report of a PSU / Govt. Organization during last 3 years (F.Y. 2017-18, 2018-19 & 2019-20).
2. Only those vendors having adequate in house infrastructural facilities for translation work, designing and composition, four colours printing including high quality scanner, image setters, binding and packing facility etc. along with experience of similar works only need to apply. Representatives of Bose Institute may visit to check the above facility before awarding the work.
3. PAN/GST/VAT registration, EMD and paper sample must be in the enveloped along with Technical and Commercial bid.
4. The printer/vendor should also enclose a self stating certificate that his firm has a good reputation and there is no complaint against it and have not been blacklisted from any Govt. Organisation.