



Quotation No.: RSC/02/2016

August 03, 2016

Notice Inviting Quotation for Research Scholars Colloquium 2016 (RSC 2016)

Sealed quotations are invited from reputed creative and printing agencies/ companies for the following works.

Work -1	Content editing, Visualization, Designing, Artwork development, Print & fabrication of RSC 2016 Proceedings book with ISBN Number (ISBN Number should be provided by the agency) and its CD (Interactive) with designed cover
Details of Proceedings book	Quantity: 200 Copies (approx.)
	Paper: Text Pages: 100 GSM SSP
	Cover Pages: 280 GSM art board with lamination
	Book Size: 9.5" x 6.75"
	Pages: 450 Pages (approx.)+ 4cover
	Printing: Inside 430 pages (approx.) single color and 20 pages (approx.) and Cover inside and outside multicolor
	Binding: Perfect binding with center sewing
Work -2	Interactive CD of the Proceedings with designed cover

The Quotations should reach the office of Prof. Minhaz Hossain, Dept. of Physics, IEST, Shibpur, latest by 9th August, 2016 16:00 HRS.

TERMS & CONDITIONS

1. All rates quoted should be inclusive of all taxes, levies and duties.
2. The materials are to be supplied / delivered at the IEST, Shibpur Campus.
3. NO ADVANCE PAYMENT CAN BE MADE.
4. Bills in triplicate should be presented for payment within 15 days of supply/completion of work along with copy of PAN., VAT, Trade Licence, Professional Tax certificate as applicable.
5. The order no. is to be noted on both Challan and Bill.
6. All bills are to be accompanied by order copies and Challan receipt.
7. No cash payment will be made under any circumstances. All payments are subject to statutory deductions as and when applicable.
8. Institute has the right to reject any Tender without assigning any reason.

ELIGIBILITY CRITERIA

- I. The bidder should be an Indian registered company with minimum experience of 05 (FIVE) Years. The bidder should have sufficient Infrastructure, technical expertise and financial strength to undertake the contract.
- II. Minimum annual turnover of Rs. 150 lakh in the last 3 financial years.(Balance sheet/CA certificate to be enclosed, duly supported by the income tax return for financial years).

[NOTE: Joint Venture with any other firm shall not be entertained.]



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THE BIDDER/TENDERER SHOULD PROVIDE THE FOLLOWING MANDATORY INFORMATION:

(a.) List of Organizations/Customers dealt by them.

(b.) Last Three year's copies of Income Tax Return Form and PAN number, as per government norms.

(c.) Copy of Registration of Firm with Trade License, Provident Fund, ESIC, Service Tax and Vat/ CST Nos.

The Bidder/Tenderer should ensure full compliance to all the requirement/specifications mentioned in these documents.

Prof. Aparna (Dey) Ghosh
Chairperson, RSC 2016