

All Communication to be addressed
to the Director, CSIR – NEIST.
With Attn: Stores & Purchase Officer

Tel: 0376 – 2372710, Fax: 0376 – 2372921
E-mail: spopur@rrl.jorhat.res.in / spopur@gmail.com

सीएसआईआर – उत्तर पूर्व विज्ञान एवं प्रौद्योगिकी संस्थान
CSIR – NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY
(Council of Scientific & Industrial Research)
जोरहाट: JORHAT: असम: ASSAM



स्पीड पोस्ट द्वारा / BY SPEED POST.

Enquiry No. 9(PST)/01/16 – 17/PUR/T – 01.

Date: 12.04.2016.

Note: Please send your quotation in sealed cover on or before 21.04.2016 till 11.00 AM which will be opened on 21.04.2016 at 11.30 AM.

To,

Dear Sirs,

We are interested for purchase of the following:

Sl. No.	Description of Item(s)	Qty.
Printing and Supply of CSIR-NEIST Annual Report 2015-2016		
1.	Quotations are invited for printing and supply of CSIR-NEIST Annual Report 2015-16. The specifications for printing are as follows:	One Job
A.	No of copies – 400	
B.	Size – Quarto demy (21 cm X 28 cm)	
C.	No of Pages – Approx. 160 pages	
D.	Full four colour text and cover scanning, plate making and printing by offset	
E.	Text paper – Art paper (imported) 100 gsm	
F.	Cover paper - Art paper (imported) 300 gsm	
G.	Cost of page layout and design in multi colour for 160 pages(approx)	
H.	Gloss lamination	
I.	Perfect/ Paper back binding	
J.	Cost of forwarding and tax etc.	
K.	Translation charges per page from English to Hindi	
NB:		
1.	Cost of additional page in four colour including paper and printing etc. (Per page to be quoted separately).	
2.	Each Quotation should accompany paper samples.	
3.	The proof of service tax payment is to be submitted with registration number of the firm.	
4.	Please Note that firm have to complete THIS Particular JOB within 1st week of May 2016.	
Terms and Condition:		
i.	The firm having 4 colour offset machine with full demy size can only quote.	
ii.	The firm should have experience in doing similar type of work for at least two years and should enclose the best one or two work sample with the quotation.	
iii.	The successful firm have to send the print ready file through e-mail for correction etc. and after issue of the final print order should provide a low resolution PDF file for use in the website.	
iv.	Any information given by CSIR - NEIST will not be used for any purposes by the firm, being the sole property of CSIR-NEIST, Jorhat.	
v.	The Director CSIR-NEIST, Jorhat reserve to right to accept or reject any quotation without assigning any reason. Incomplete quotation will be summarily rejected.	

आपको धन्यवाद, / Thanking you,

भवदीय, / Sincerely,

भंडार और क्रय अधिकारी

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Date: 12.04.2016.

You are requested to kindly go through the detailed Terms, Conditions and Instructions mentioned on pre page and submit your best offer by the date and time mentioned on pre page.

N.B. 1. The final landing cost up to CSIR – NEIST, Stores, Jorhat, Assam including Packing, Forwarding, Freight, Delivery, Insurance, etc. to be mentioned with detailed breakup. The offer shall be summarily rejected if the landing cost is not quoted. 2. Your rate should be FOR, NEIST Stores. 3. Payment will be made within 30 days from the date of full supply, inspection/ installation and submission of bill in order [N B: Please provide all bank details like Account Number, Branch Code Number etc. for E – PAYMENT]. 4. AVAT will be deducted at source. 5. We are not entitled for 'C' or 'D' Form. Hence, Road Permit / Way Bill etc. will be the responsibility of the supplier. However, Form of Concessional Certificate may be issued on demand. 6. The delivery schedule should be strictly adhered to, otherwise LD will be imposed @ 1% per week subject to highest limit 10% of the order value.

Yours faithfully,

भंडार और क्रय अधिकारी

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12/4/16