

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

Tel: 0376 – 2372710, Fax: 0376 – 2372921
E-mail: spo@neist.res.in

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)/10/17 – 18/PUR/T – 25.

Date: 17.07.2017.

Note: Please send your quotation in sealed cover on or before **26.07.2016** till **11.00 AM** which will be opened on **26.07.2016** at **11.30 AM**.

To,


Dear Sirs,

Kindly arrange to send your offer in a SEALED COVER in **SINGLE BID System** quoting this office file reference super-scribe on the envelope within due-date to the terms & conditions overleaf:

Sl. No.	Description of item(s)	Qty.
Printing and Supply of CSIR-NEIST Annual Report 2016-2017		
1.	Quotations are invited for printing and supply of CSIR-NEIST Annual Report 2016-17. The specifications for printing are as follows:	One Job
A.	Size: Quarto demy (21 cm X 28 cm)	
B.	No of copies: 400	
C.	No of Pages: Approx. 160 pages	
D.	Printing: Multi colour	
E.	Cover page: 300 gsm and lamination	
F.	Inside Text paper: 100 gsm glossy art paper	
G.	Page layout and design in multi – colour for 160 pages	
H.	Perfect/ Paper back binding	
I.	Cost of forwarding and tax etc.	
NB:		
1.	Cost of additional page in multi – colour to be quoted separately.	
2.	Each Quotation should accompany paper samples.	
3.	The proof of GST payment should be submitted along with registration number of the firm.	
4.	Please Note that firm have to complete THIS Particular JOB within 2nd week of September 2017.	
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.	Selected firm must submit proof copy of the matter for our approval before printing and after issuance of the print order must submit a pdf file of the final proof for our record / use.	
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 एवं क्रय अधिकारी

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Date: 17.07.2017.

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, CSIR - 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. 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 एवं क्रय अधिकारी

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