



**Office of the Principal Accountant General (A&E) West Bengal
Treasury Buildings, 2, Govt. Place (West), Kolkata – 700 001**

No. Record–III/Quotation Notice/Vande Mataram/23-24/Out-69 Dated:10.10.2023

Sealed Quotation are invited from reputed vendors having experience in printing of Forms /Magazine /Books /Annual reports for printing & supply of VANDE MATARAM (27th Edition) in Booklet form subject to fulfillment of the following terms & conditions :-

Terms and condition to be complied with by the intending quotationer:

- 1) Sample of papers as per paper quality mentioned in the bidding sheet in respect of both cover page and printing page with name of the Manufacturing Company with their postal address (es) relevant brand name of the paper shall have to be furnished with the tender papers.
- 2) The quotationer should be registered with the Income Tax, Goods and Service Tax authorities.
- 3) The quotationer firm must either have its Head Office at Kolkata or must have its Registered Branch Office located at Kolkata with the same function of printing and supply work of Forms /Magazine /Books /Annual reports in the Central /State Govt. /PSU/Autonomous Bodies etc. in the last three years i.e 2020-21, 2021-22 and 2022-23.
- 4) The rates should be quoted in the bidding sheet enclosed hereto.
- 5) Rate should be inclusive of all taxes & delivery charges which should be quoted both in words and figures in the specified space in the bidding sheet.
- 6) Specimen of booklet may be seen at Admin Hindi Cell Section of this office on any working day between 11 a.m. to 4 p.m.
- 7) Before Printing and Supply, the final proof of the Magazine is to be got approved and checked by Hindi Officer/ Admin Hindi Cell.
- 8) If any defect is noticed particularly in case of quality of the paper and workmanship, the selected vendor will be liable for immediate replacement of the defective articles

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at his own cost. If the replacement is not possible, the Company will have to bear the cost of difference in the event if the articles are procured from outside market.

- 9) Delivery of the Magazine alongwith its soft copy in Pdf is to be made within 15 days from the date of receipt of the work orders.
- 10) In case of late delivery, a penalty @ 1.5% of the Cost price of the articles will be imposed for every week.

The sealed envelope containing the quotation paper & sample duly signed by the Vendors should reach this office latest by **12 O'clock on 30.10.2023**. The sealed envelope should be super scribed "**Quotation for printing of VANDE MATARAM**" and addressed to **Sri Supriya Biswas, Sr. Accounts Officer (Record), Office of the Accountant General (A&E) West Bengal, Treasury Buildings, 2 Govt. place (West), Kolkata- 700001**.

The sealed quotation may be dropped in the tender box kept In front of Record-III Section.

The Sealed Quotations will be opened on the same day (i.e. on 30.10.2023) at 1.P.M in presence of the quotationers if any.

This office however, reserves the right to accept or reject any or all the quotations at its discretion without assigning any reason.



BIDDING SHEET FOR VANDE MATRAM MAGAZINE

1	Name of work	Printing of Hindi Magazine "Vande Mataram"	Rate in both in words and figures(Rs)
2	Total No. of Pages (Approx..)	80 pages	
3	Page Size	8.5" x 11" (Width x Height)	
4	Total number of copies	10 Nos. and Soft Copy in Pdf	
5	Page Quality	For cover page:250 GSM art board (colour) For other page:100 GSM art board (colour)	
6	Printing	Digital Print	
7	Binding	Paperback, Perfect Binding before pasting cover page	
8	Lamination	Glossy lamination	

*Sample paper must be submitted with quotation paper.

Name of the firm/concern:

Authorized signatory of the firm:

Name in Block Letter with seal:

