



WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION LIMITED

(A Wholly Owned Company of Govt. of West Bengal)

HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani, Kolkata 700021

Tel.: (033) 2262 5267, Tele Fax: (033) 2262 5266, Email: info@wbhdcl.gov.in

Corporate Identity Number U45203WB2012SGC180687

www.wbhdcl.gov.in

Memo No: 1144/WBHDCL

Date: 22.09.2017

NIQ

Subject: - Sealed quotation for Printing & Designing of five hundred copies of Annual Report for WBHDCL on per page basis.

Sir,

Sealed quotations are invited from reputed Printers with establishment and infrastructure in Kolkata on per page basis. (All Rates shall be inclusive of all Taxes and duties as applicable on date of Quotation and shall remain firm for one year).

Description of work:

- A. Designing works include designing of books with layout and its pages.
- B. Printing works.

N.B The quoted price will be inclusive of designing charges.

Terms and Conditions:

1. You are requested to send your quotations in sealed cover super scribing "Quotation for PRINTING & DESIGNING of Annual report, WBHDCL addressing the Director (Administration) ,WBHDCL to the following address :

**West Bengal Highway Development Corporation,
4th & 5th Floor
HRBC Bhawan Munshi Prem Chand Sarani,
Kolkata -700021**

2. The rates quoted by you will be valid for one year from the date of issue of the work order.
3. The submission of quotation will not place WBHDCL under any obligation to place the order and expenses incurred by you. The quotation may be submitted by 16:00 hrs on or before 23-10-2017 along with Account Payee Demand Draft of Rs.1000 /- (Rupees One Thousand only) as EMD (refundable without interest after the order awarded) drawn in favour of West Bengal Highway Development Corporation Limited. The Quotations shall be opened on same day at 16:30 Hours in presence of Quotationers, who wish to be present. For successful Quotation which will be accepted by WBHDCL this amount of EMD shall be converted into Security Deposit which then shall be returned after one year from acceptance of quotation on successful rendering of service to WBHDCL.
4. Quotation not supported with the demand draft for the said amount will not be entertained.
5. **Eligibility criteria:-**
 - a) The establishment should have professional in the minimum 5 years of experience in design & editing of report.
 - b) The establishment should have an experience of 3 years in printing professional reports/Annual Reports.

6. Scope of work:

- a) Designing Editing of Annual Reports contents.
- b) Design the cover page of the report.
- c) Appropriately insert graphics and picture.
- d) Produce draft design to the WBHDCL for approval.
- e) Proof checking.
- f) Perfect binding.
- g) Submit required copies of Annual Report within prescribed time frame.
- h) Submit electronic format. (.doc & pdf).

7. Specification:-

- a) Size - 8.5” X 10.5”
- b) Cover -300 GSM imported art card (Matt) with 4 colour.
- c) Inside- 130 GSM imported art card.
- d) Inside- 120 GSM Maplitho paper.
- e) Lamination/Spot lamination- Outer cover only.
- f) Binding with section swing.

8. Work Schedule:-

Time Frame	Work to be performed
a) Within 15 days from the date of issuing of work order.	Produce the draft copy/design to WBHDCL for first proof checking, review & approval.
b) Within 10 days from receiving the approval of the first proof.	Produce the modified and rectified copy/design to WBHDCL for second proof checking, review & approval.
c) Within 5 days from receiving the approval of the second proof.	Provide the modified and rectified copy/design to WBHDCL for third and final proof checking, review & approval.
d) Within 20 days from receiving the approval of the third and final proof.	Deliver 500 printed copies (books) to WBHDCL and also submit the electronic format. (.doc & pdf).

Note: LD clause will be applicable at the rate of Rs. 10/- per day for the default period, if the vendor fails to adhere to the above mentioned deadline.

9. Along with Quotation, following documents are required to be submitted

- a) Copy of PAN
- b) Copy of Registration Certificate under GSTN
- c) Contact address with telephone number/fax number.
- d) EMD
- e) Copy of Trade License (valid for the period 2014-2015 onwards.)
- f) Copy of Work Order of three organisation.

10. The quotation not sent in the manner indicated above and in prescribed proforma along with all the required documents would be liable to be ignored and rejected.

11. The Annual Report shall be delivered free of cartage charges at WBHDCL's office premises.

12. In case your rates are approved and you are asked to supply the same, you will be required to supply the same within very short period of time as per Clause 8 of the NIQ. Bills will be paid within 30days only after delivery of all the Books. Payment shall be made by Cheque or NEFT/RTGS Mode. The successful Quotationer must comply with all Government rules and regulations.

13. WBHDCL reserves the right to accept any quotation not necessarily the lowest or to reject all the quotations without assigning any reason. WBHDCL may visit the premises of the Printer to inspect the available infrastructure(s). In case of any deficiency in service, in terms of quality and time schedule, WBHDCL may terminate the works procured through this Quotation with a 15 days prior notice which may include forfeiture of Security Deposit, at the discretion of WBHDCL. WBHDCL also retains the right to get the job done by any other printer at its sole discretion in case of exigency.

14. Any further details, if required may be obtained from the office of WBHDCL.

Sd/-

For West Bengal Highway Development Corporation Limited

PROFORMA FOR QUOTATION
(TO BE FILLED UP AND PUT UNDER SEALED COVER)

1. Name of the Company, address, etc.
2. Details of rate quoted:

(All Rates shall be inclusive of all Taxes and duties as applicable on date of Quotation and shall remain firm for 365 days from date of Opening of the Quotation)

Name of the Bidders		
Sl.	Description of Item as per NIQ	Rs.
1	Rate Per Page Printing with design and page setup (Two Colour offset Printing) in Inside- Maplitho paper 120 GSM (both side printing)	
2	Rate Per Page Printing with design and page setup (Two Colour offset Printing) in Inside- 130 GSM imported art card (both side printing)	
3	Rate Per Colour Page printing with design and page setup (Four Colour offset Printing) in 130 GSM imported art card.(One side printing)	
4	Rate Per Colour Page printing with design and page setup (Four Colour offset Printing) in Maplitho paper 120 GSM (One side printing)	
5	Rate for cover page and back page printing with design and page setup in 300 GSM imported art card with lamination (Four Colour offset both side Printing)	

(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the written in words will be taken for consideration.)

(Bidders are requested to quote their rates strictly as per the above format only. No forma system will be considered later on).

Note: No cutting or over-writing will be allowed. Any Quotation with over-writing or cutting will be disqualified.

Yours faithfully,

(Signature of the Authorized person)

Date : _____

Name : _____

Place : _____

Designation : _____

The details in respect of the company are as given under:

1. Name of The firm: _____

2. Contact Address: _____

3. Nearest Land Mark: _____
4. Telephone/Fax No: _____
5. PAN No. _____
6. GST Registration No. _____
7. Details of EMD: _____

Declaration

Declaration letter on official letter head stating the following:

- (1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (2) We are not black-listed by any Central/State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Name: _____

Date: _____

Place: _____

Designation: _____

Business Address: _____

Seal: