

No. CSB/GRC/3(20)/2013/Stores/

Date: 01.12.2015

To:

BY SPEED POST

10 addresses, individually addressed – as per list enclosed.

Sirs,

Sub: Inviting quotations for printing and supply of Annual Report 2014-15 of CSGRC, Hosur – Reg.

This office is interested in printing and supply of 100 copies of Annual Report 2014-15 of CSGRC, Hosur. Accordingly, sealed quotations are invited for the same as per the specification list enclosed.

The **sealed quotations** in the enclosed format, duly filled in and rate offered (specifying taxes) should be sent to the Director, Central Sericultural Germplasm Resources Centre, P.B. No. 44, Thally Road, Hosur – 635 109, Krishnagiri Dist, Tamil Nadu in a sealed envelope superscribing as "QUOTATION FOR PRINTING AND SUPPLY OF ANNUAL REPORT 2014-15 OF CSGRC, HOSUR". The quotations **should reach this Office on or before 27.12.2015 at 03.00 P.M.** and will be opened on the same day at 03.30 P.M. The quotations received after the due date & time of receipt will be rejected summarily.

The Director reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

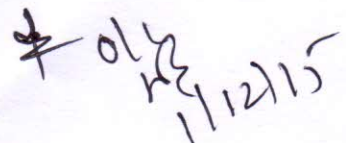
Terms and conditions:-

1. **Validity of quotation: 90 days.**
2. Delivery schedule : Within 10 days from the date of approval of the final proof and to be delivered to this Centre at printer's cost.
3. Inspection: Before delivery and on intimation, an inspection will be made by deputing official from CSGRC, Hosur.
4. Destination: CSGRC, Hosur.
5. Payment Schedule: By way of Demand Draft or cheque after receipt of the printed material in good condition & confirming to the specification.
6. Taxes/other statutory duties should be indicated separately. . Please note that no CST form will be issued from this Centre.
7. Liquidated damages for delay and non-supply: 0.5% will be deducted from the Bill per week for not executing the work within the stipulated time.
8. Submission of Income Tax clearance as issued by Income Tax Department and Sales Tax clearance certificate as issued by State/Central Tax Department.
9. Quotation should be complete in all respects. There should be adequate arrangement for collection and delivery of copy matter, proof sheets and printed material etc.

Yours faithfully,


DIRECTOR

Encl: as above.


01/12/15

Sl.No.	Particulars	Specifications
1.	No. of copies	100
2.	Book size	25 cm x 18.5 cm (L x W)
3.	Print area	21.2 cm x 15.5 cm (LxW)
4.	No. of text pages	90±10 pages including 2 multi coloured pages with photos/diagrams
5.	Language	Bilingual, mainly English with few pages in Hindi
6.	Paper quality	Cover – 300 GSM imported art borad Text – 90 GSM Indian art paper
7.	Print colour	c) text in single colour in black 90±10 pages d) Multicoloured plates with photos 2 pages
8.	Text composing	This office will supply the text as MS Word (.doc) file in CD and photos separately and the Printer need to design the pages as per the above mentioned format/size
9.	Cover page	Multicolour and laminated (Front outer, inner and Back outer and inner)
10.	Printing proofs	Two proofs to be given to this office before final printing