

Price : Rs. 200.00

Serial No.	
------------	--

<p style="text-align: center;">TENDER DOCUMENT FOR PRINTING & SUPPLY OF 'DIARY - 2010' 'POCKET APPOINTMENT DIARY- 2010'</p>



<p style="text-align: center;">West Bengal Pollution Control Board Paribesh Bhawan 10A, LA Block, Sector-III, Bidhannagar Kolkata – 700 098 Tel. no. 2335-9088, Fax No.: 2335-8073</p>

West Bengal Pollution Control Board, 10A, Block – LA, Sector – III, Bidhannagar, Kolkata – 700 098 invites sealed tenders from reputed, bonafide, trustworthy, resourceful and experienced printers for printing and supply of '**Diary–2010**' and '**Pocket Appointment Diary-2010**'.

The tender document is available for sale from the Accounts Section of the Board against non-refundable payment of Rs.200.00 (Rupees two hundred) only by Demand Draft/Pay Order/ Banker's Cheque to be drawn in favour of West Bengal Pollution Control Board payable at kolkata.

The tender document can also be downloaded from the website: www.wbpcb.gov.in. In that case the cost of tender document must be deposited along with submission of such Bid documents.

Tender document is not transferable to any other bidder.

Scope of Work – Designing, Printing and Delivery of '**Diary-2010**' and '**Pocket Appointment Diary-2010**' as per specification enclosed in **annexure-'A'**.

Other Terms & Conditions :

1. The **rate should be quoted separately per diary inclusive of all taxes, charges including that for free delivery** to the Board's Office at 'PARIBESH BHAWAN', 10A, LA Block, Sector-III, Bidhannagar, Kolkata – 700 098.
2. Valid Trade Licence /STCC/VAT/should be submitted with offer.
3. The bidder shall submit the latest Income Tax Return mentioning the PAN number.
4. Time of Delivery - Within 15 days from the date of final proof. In case of delay in delivery beyond the delivery time, liquidated damages shall be applied @ Rs. 0.5% per week of delay from the date of final proof.
5. Name of Consignee - Smt. Jayanti Ranjit, Superintendent – I
6. The sealed tender should reach and be dropped in the Tender Box marked for that purpose at the ground floor of 'PARIBESH BHAWAN'
7. The tenders received after the due date and time specified or unsealed or incomplete or by facsimile or email will be summarily rejected.
8. The tender not containing tender document cost (for those bidders who have downloaded the document) and / or EMD will be summarily rejected.

9. The bidder shall submit EMD of Rs.2500.00 (Rupees two thousand five hundred) only in the form of Demand Draft/Pay Order/Bankers Cheque drawn in favour of West Bengal Pollution Control Board payable at Kolkata.
10. The EMD of the unsuccessful bidder would be refunded after acceptance of the work order by the successful bidder. The EMD of the successful bidder would be refunded after successful delivery of the material.
11. The bidder fails to submit any document asked for or furnish incomplete document the Board may reject the bid.
12. Tender not submitted in the form specified as per the format given in this Tender document will be summarily rejected.
13. The Board may or may not accept the lowest rate of offers at its discretion.
14. The Board shall have the right to negotiate rates, terms & conditions with any or all bidder participated in the tender.
15. The State Board reserves the right to cancel any or all the quotations without assigning any reason whatsoever.
16. Payment terms- Payment will be made by Account Payee cheque within 30 days on production of pre-receipted bills in original and additional two copies of the bill accompanied by delivery challan and successful delivery certificate duly signed by the consignee.
17. The last date of submission of quotation is upto **3.00 P.M. On 24.11.2009.**
18. The last date of opening of quotation is upto **3.30 P.M. On 24.11.2009.**

Tender document in sealed envelope superscribed as "**PRINTING AND SUPPLY OF DIARY 2010 AND POCKET APPOINTMENT DIARY**" addressed to The Senior Personnel Manager, West Bengal Pollution Board, Paribesh Bhawan, 10A, LA Block, Sector – III, Bidhannagar, Kolkata – 700 098 should be dropped in the tender box marked for that purpose at the ground floor of PARIBESH BHAWAN.

BID FORMAT

<i>Sl. No.</i>	<i>Particulars</i>	<i>Details to be furnished</i>		
1	Name			
2	Address			
3	Tepephone :			
4	E-mail :			
5	Fax :			
6	Website :			
7	Latest Income Tax Return(copy to be attached)			
8	STCC/VAT (copy to be attached)			
9	Valid Trade Licence No. (copy to be attached)			
10	Item :	Quantity :	Rate :	Amount(Rs.)
I	Diary - 2010	2000 copies		
II	Pocket Appointment Diary - 2010	2000 copies		
	Total (in words)			
Rate should be quoted separately per diary inclusive of all taxes, charges including that for free delivery to the Board's Office at 'PARIBESH BHAWAN'				

(Signature of the Bidder with seal)

ANNEXURE-'A'

A. Specification of Diary 2010 :

SL. NO.	SPECIFICATION	DESCRIPTION
1	Size	21 cm. X 13.5 cm.
2	Paper type	70 GSM maplitho paper
3	Nature	One dates per page & Saturday-Sunday in single page
4	No. of information pages	120 ± 10 pages (approx.)
5	No. of copies	2000 pcs.
6	Outside Cover	Hard Bound with Name and Logo of the Board in Cyan blue colour.
7	Colour(Cover)	4-colours
8	Colour (Inside pages)	Unicolour
9	Printing	Offset, lettering in Steel Gray.
10	Page Marker	½ cm. Silk Ribbon, Glossy white colour.
11	Information	MS word version of information will be supplied by the Board. The printer has to format the same using a publication software.
12	Fabrication	Jews Stitch
13	Packing	Each diary to be packed in Card board box of white colour with Board's logo of cyan blue colour.
14	Logo	Logo will be provided by the Board.
15	Delivery	Free delivery at Paribesh Bhawan

B. Specification of Pocket Appointment Diary 2010 :

SL. NO.	SPECIFICATION	DESCRIPTION
1	Size	11 cm. X 7 cm. (approx)
2	Paper type	70 GSM maplitho paper
3	Nature	Two dates per page
4	No. of pages for Tel. No.	5 pages
5	No. of pages for notes	5 pages
6	No. of copies	2000 pcs.
7	Fabrication	Jews stitch
8	Cover	Soft bound with jacket. WBPCB lettering, WBPCB logo and year to be printed on jacket in the process of silk screen.
9	Colour (Jacket and inside pages)	Unicolour
10	Printing	Offset, lettering in Steel Gray.
11	Logo	Logo will be provided by the Board.
12	Delivery	Free delivery at Paribesh Bhawan