

The Specification of the assignment is given below:

Design: As Per the inputs provided by Higher Education Department

Printing Specifications as under

Size : A4 (8.27" x 11.69") Closed Size
Orientation : Portrait

Paper Type :
Cover : 250 GSM Imported Art Paper
Inside : 170 GSM Imported Art Paper

Pages & Color : 2 Cover with 4+4 Color Printing
: 4 Cover with 4+4 Color Printing
:

Fabrication : Cut to size, folded and Adhesive Binding
Finishing : Matt Lamination on Cover & Back

Quantity : Designing 3 issues of EDIPLUS (one per quarter) and printing
approx. 1000 copies per issue with 70 pages approximately.

Note : The basic content (text for the newsletter) would be provided in
word.doc format by Higher Education Department.

Name & Signature of Authorized Signatory

Name & Seal of the firm/Agency

Address:

Tel/Fax

TECHNICAL BIDDING FORMAT

SNo	Company Profile	Submitted (Yes/No)
1	a) Name of the Bidder	
	b) Full postal address	
	c) Website, if any	
	d) Telephone number	
	e) Email address	
2	List of Clients and Phone no.	
	1)	
	2)	
3	3)	
	Prior working experience in designing and printing newsletter of similar documents	
	Sample of the task (Previous work) enclosed (at least samples of newsletters etc. designed and printed should be enclosed)	
4	Undertaking (See Annuxure-1)	
5	Service Tax & PAN Number (Photocopy)	
6	Turnover certificate/Audited financial statements immediately proceeding last three years duly certified by Chartered Accountant.	
7	Terms & Conditions duly signed	
8	Agencies should have own set-up for printing	
9	Agencies should not further sub-contract, partial/full of the work will be assigned to them.	
10		

List of document to be attached with Technical Bids:

- Company profile with prior working experience in designing and printing newsletter of similar documents and list of clientele.
- sample of similar task done
- Sample of paper quality to be used
- List of equipment available of Own Printing Press
- Undertaking
- Copy of Service Tax, VAT and PAN number.
- Turnover certificate / audited financial statements of last 03 years during immediately preceding last three years duly certified by Chartered Accountants.
- Terms & Condition duly signed

Name & Signature of Authorized Signatory

Name & Seal of the firm/Agency

Address:

Tel/Fax

FINANCIAL BID FORMAT

We are submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality explained to me by the project committee.

SNo	SPECIFICATIONS (FINANCIAL)	AGENCY'S RESPONSE (YES/NO)
1	Rates quoted will be inclusive of designing, printing, all taxes, duties, levies and other cost, if any etc. for 1000 copies (70 pages each)	
2	TDS as applicable will be deducted as per IT rules	
3	Payment will be through local cheque / NEFT	
4	Penalty clauses will apply as per the terms of the work order. The decision of HED shall be final and binding in this regard.	

Name & Signature of Authorized Signatory

Name & Seal of the firm/Agency

Address:

Tel/Fax

FINANCIAL BID FORMAT

Particulars	Cost for designing & Printing of <u>2</u> cover page – 250 GSM imported Art Paper (4+4 Color Printing) (Rs.)	Cost for designing & Printing of per inside pages 170 GSM Imported Art Paper (4+4 Color Printing) (Rs.)
<p>Cost of Designing of 3 issues of the quarterly newsletter – EDUPLUS inclusive of cover page.</p> <p>Paper size : Indian A4 Size A4 (8.27" x 11.69") Closed Size</p> <p>Orientation : Portrait</p> <p>Paper Type: Cover: 250 GSM Imported Art Paper Inside: 170 GSM Imported Art Paper</p> <p>Approx. Pages & Color : 2 Cover with 4+4 Color Printing 4 Cover with 4+4 Color Printing</p> <p>Fabrication: Cut to size, folded and Adhesive Binding</p> <p>Finishing: Matt Lamination on Cover & Back</p> <p>Approx. Quantity: 1000 copies per issue with 70 pages approximately.</p> <p>Delivery – at Sringar</p>		
Tax, if any		
Other Charges (if any)		
(Rs.)		
Total Amount (Net) Rs. (inclusive of Designing, Printing and deliver at Srinagar)		

Name & Signature of Authorized Signatory

Name & Seal of the firm/Agency

Address:

Tel/Fax

Annexure-1

UNDERTAKING FROM VENDORS,

In reference to your notice no : _____

- I. That we are neither related to any of your Trustees, Officers and other employees, nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.

- II. That we have submitted the bids in the name of M/S..... and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.

- III. We hereby undertake that in case of any violations to the above declarations at any stage of the contract, HED, reserves the sole right to cancel the contract and recover the full value of the contract from us.

For and on behalf of
(Authorized Signatory with company seal/Stamp.)

Name & Signature of Authorized Signatory
Name & Seal of the firm/Agency
Address:
Tel/Fax