

**Government of West Bengal**  
**PASCHIMANCHAL UNNAYAN PARSHAD**

Ailakundi (Behind S.B.S.T.C. Garage), Kenduadihi, Bankura

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**Memo No. 1934/PUP/BNK/2M-06/12**

**Dated: 06/11/2013**

**NOTICE**

Sealed tenders are invited from the reputed, reliable and bonafied suppliers having experience for printing high quality materials for Govt./ Semi-Govt. offices/ PSUs on the following terms and conditions for printing Wall Calendar for the year 2014. Detail specifications of item are specified at the Annexure.

1. Submission of tender will start at 11:00 A.M. on 20/11/2013 and will end at 2:00 P.M. on 21/11/2013. Tender should be submitted at Paschimanchal Unnayan Parshad, Ailakundi (Behind S.B.S.T.C. Garage), Kenduadihi, Bankura. Opening of tender at 3 P.M. on the same day in presence of participants.
2. Tender must be placed in sealed cover containing the name of the owner/ Agency. Contact details of the Agencies such as Telephone No., Mobile No., e-mail address etc. shall be mentioned in plain paper or in their own letter head for future communications.
3. Samples (140 GSM Imported Art Paper for Calendar) should be enclosed with the Tender. The bidders are also required to enclose their past samples if any (printed Publications of the Printing Press).
4. Photographs for the Calendar will be provided by the Parshad. The designing, composing, page making/editing will have to be done by the firm. The proof reading and layout will also have to be done by the firm. The material after duly edited should be printed and delivered to the PUP office. Final Proof will be seen at the Parshad's Office before final printing is undertaken. It will be the responsibility of the firm to supply the printed Calendars in this office with proper packing, containing each packet of 50 Calendars, for preservation from dust and water.
5. Rates shall be quoted for 5250 calendars. Bid shall indicate the price offered by the firm. The rates for printing, binding and packing must be included in total. Rates once quoted should be final. Rate mentioned in quotation should be inclusive of all charges, conveyance charges, incidental charges, miscellaneous charges etc. However, VAT / Taxes should be indicated separately.
6. In case of delays or bad quality of printing etc., it will be the discretion of PUP to accept the printed materials with penalty as may be considered appropriate or reject the same without assigning any reason whatsoever or cancel the contract without any liability. The discretion of the Parshad in this regard shall be final and binding.
7. Eligibility: The tenderer with the following eligibility criteria may submit Tender:
  - a) The tenderer shall have own design facility.
  - b) The tenderer must not be disqualified / blacklisted from any government organization.
8. **Selection Process:**
  - a) Paschimanchal Unnayan Parshad, Bankura may accept or reject any Agency without ascertaining any reason whatsoever.
  - b) Documents in support of eligibility with copy of trade license as printing press, credentials, Brochures/ Catalogues, PAN Card, VAT Registration Certificate if any and any other **related documents may be submitted with sealed tender.**
  - c) Supply order will be issued after proper verification. Hence it is not binding upon CEO, PUP to issue supply order to lowest tenderer.
9. Incomplete tender or any tender which do not fulfil condition as stated above will be liable to be cancelled.

**ANNEXURE - Specifications for Wall Calendar 2014**

<b><u>ANNEXURE - Specifications for Wall Calendar 2014</u></b>		
1	Size	17" X 23" approx. (after finishing)
2	Total No. of Pages	4 [1 Cover Page (single side to be printed) + 3 Pages (both sides of the pages have to be printed)]
3	Inside Printing	Four colour (both sides of the page)
4	Page quality	140 GSM Imported Art Paper
5	Binding	Standard Spiral with strong stick at top for hanging
6	No. of copies	5250 copies
7	Finishing	Varnish finished
8	Packing	Packets, containing 50 Calendars each, have to be delivered by the agency at PUP Headquarter, Bankura
9	Language	Bi-lingual (Bengali and English), a brief write-up in Alchiki script on Cover page

Sd/-

**Chief Executive Officer**  
**Paschimanchal Unnayan Parshad**