

Dated June 15, 2010

Sub: Quotation for Printing of Annual Report (English and Hindi version)

Dear Sirs,

You may be aware that the Indian Science Congress Association is an autonomous scientific body under the Department of Science & Technology, Govt. of India. The Association publishes every year Annual Report in English and Hindi version. The number of printing pages around 150 and number of printed copies in English version 500 copies and Hindi version 200 copies.

If you are interested to have the Annual Report printed in 1/8th double crown size at your press, please quote your rate for the items mentioned below:

TEXT

1. 1. Rate of D.T.P. charges in 1/8th D/Crown for printing including composing and processing and P.S. plate making for thousand copies
 - a) English version
 - b) Hindi version
2. To cost of printing charges per page Offset process on P.S. Plate for text per thousand
3. To cost of colour printing including scanning, super imposing, type setting, plate making on Art Paper (Photograph) in text

COVER

Design, Scanning, DTP setting, Super Imposing, Film and P.S. Plate making

Printing Charges of two colour cover per 1000 copies

Printing Charges of four colour cover per 1000 copies

4. Binding Charges per format of 8 pages or part thereof per 100 copies
5. Other terms and conditions :
 - a) The paper will be supplied by the Association and printing work shall have to be completed within 15 days from the date of receiving the manuscript.
 - b) The rates may be valid at least for three years.
 - c) No Delivery Charges.
 - d) Latest Income-tax clearance certificate & Trade Licence to be submitted.
 - e) PAN TAN VAT Registration Number.
 - f) Wastage of paper will not exceed 2%
 - g) Paper Statement to be submitted with every bill
 - h) Credential list with evidence
 - i) Necessary set up for composing and printing in Hindi language

The Association has reserve the right to reject the quotation without assigning any reason.

The sealed quotation should reach the undersigned at the above address on or before June 30, 2010. The envelope should be superscribed by **Quotation for Printing of Annual Report .**

Thanking you,

Yours faithfully,

Dr. Manoj Kumar Chakrabarti
General Secretary (Membership Affairs)
The Indian Science Congress Association
Kolkata – 700 017