



EMPLOYEES' STATE INSURANCE CORPORATION
MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA
REGIONAL OFFICE, "PANCHDEEP BHAWAN"
5/1, GRANT LANE, KOLKATA-700012
ISO 9001: 2008 CERTIFIED
PH: 22364451/55, TOLL FREE NO- 18003454454
WEBSITE:- www.esicwestbengal.org
FAX:- 2236-5279, E-Mail:- rd-westbengal@esic.nic.in

No. 41-A/49/USHA KIRAN/2012

Date 09.03.2017

To,
M/s _____

Re-
Sub: **Tender for Printing of Hindi Patrika**

Sir,

This Office invites quotations from eligible bidders towards Printing magazine in Hindi for the year 2016-2017. The details of the printing work are as under.


S1 No	Item description	No of pages	Specification	Rate of the page/Photo
1	Ist & Last page of the book	04	A-4 size 300gsm(Glossy)	
2	Iner page of the book	56	A-4 size 130gsm(Glossy)	
3	Total No of books to be printed 300			

Terms & conditions :-

- 1 Entire printing is to be done through off-set process. Printing should be of high quality.
- 2 Timely delivery is the essence of the contract. This office will only provide manuscripts(both hard & soft copies).
- 3 Different colours of quality inks are to be used as per the layout supplied or proposed.

- 4 The proof reading/ checking will be done by the printer himself with a view to ensure 100% error free work. However, the final proof will be given for approval to this office .After getting such a proof for approval if this office finds that the press has not done proof checking properly so as to ensure error/deficiency free work, the press may be penalised to an extent and in a manner as deemed fit by this office.
- 5 The CDs / charts etc supplied by this office will be returned by the printer within 2 days of completion of work.
- 6 The printer shall be responsible for all loss, destruction, damage or deterioration of the printed material for any cause whatsoever at any stage of printing or are in the course of transit.
- 7 The printer shall do the printing and deliver printed materials with perfect binding in accordance with the condition of the contract at the time a place and in the manner as specified in the letter of acceptance.
- 8 The time specified for delivery of final proof or completion of the order shall be strictly or adhered to and time in this respect shall be the essence of the contract
- 9 Rates quoted should be inclusive of all taxes and transportation charge, if any.
- 10 ESI Corporation reserves the right of rejection/acceptance of quotation without assigning any reason. The decision of the Regional Director will be final.
- 11 Interested vendors shall have to deposit 'EMD' amounting Rs.600/-which will be in the shape of Demand Draft in favour of "ESI A/C"
- 12 Sealed envelope should be superscribed "Quotation for printing of Hindi Patrika" and to be submitted to this office latest by 22.03.2017 upto 3.00 p.m. The sealed quotations will be opened at ESIC, R.O, W.B Region , 5/1, Grant Lane, Kolkata- 700 012 on 22.03.2017. at 4.00 ,p.m.

Yours faithfully,


Asstt. Director (Genl.)
For Regional Director