

Telegram : "Zoology", Kolkata
Phone : Director- 2400 6893
Sr. A. O. : 2400 8595
Office : 2400 3925
Website : www.zsi.gov.in



Zoological Survey of India
Prani Vigyan Bhawan
'M' Block, New Alipore
KOLKATA – 700 053

F. No. F-1-180/2016-pub/

Dated : 28 November, 2017

Quotation for Designing, Printing, Binding etc. of Wall Calendar, 2019 of the Zoological Survey of India

Dear Sir,

The Zoological Survey of India intends to ask rates from offset printers for the designing, printing and binding of Wall Calendar, 2019 as per the details below:

- | | | |
|--------------------------------|---|---|
| 1. Quantity | : | 2000 copies (Two thousand only) |
| 2. No. of Sheets each calendar | : | 7 Sheets (both side Printing) |
| 3. Size | : | 18"x23" (Cut size= 17"x22") |
| 4. Paper | : | 23"x36"/170 gsm Imported Art paper High Gloss |
| 5. Binding (Top) | : | Good quality wire-o binding with hanger |

The terms and condition of the contract for printing are as under:

1. The rates for the jobs should be quoted on the letter head of the company duly signed with rubber stamp. If the quotations are not complete in any respect shall not be considered.
2. The press will either be provided with the soft copy complete in all respects in any suitable format, in CD for printing by CTP process and binding. In the case of reprinting of a job, the ZSI may also supply the CD/DVD, for printing and binding.
3. CD's/DVD's containing all original files containing text, plates and cover, etc. along with complete version of the job in pdf format will have to be returned to the ZSI immediately after the job have been printed and their bulk copies supplied to the ZSI.
4. The ZSI will insist upon the timely printing of jobs.
5. In the event of press being not able to complete the job and leaving it unfinished in between for whatever reason, no payment whatsoever will be made to the press by the ZSI for the part of the work done irrespective of its nature and quantum.
6. If the ZSI feels at any time that any job is being delayed by the press for whatsoever reason, ZSI will have the right to withdraw the job and entrust the same to any other press for urgent execution.
7. Minimum two or three sets of laser printout or digital printout in case of colour printing of the jobs will have to be shown to the ZSI for its approval before undertaking the final printing. The instructions/corrections marked by the ZSI on the proofs/laser printout will have to be carried out very carefully by the press without any extra cost to the ZSI. In some cases, wherever essential another set of corrected prints will also have to be shown without any extra cost.
8. The selected press will be required to collect all the material, i.e. mss, composed pages and photographs in CD, illustrations, colour print etc., from the ZSI, Kolkata.
9. Failure on your part to observe the prescribed procedure and any attempt to canvass for the work are liable to lead to the rejection of your quotations.
10. The Director, ZSI is not bound to accept the lowest quotations or any quotation or to assign any reason for rejection of any or all the quotations. He also reserves to himself the right of accepting the whole or any part of the quotations. His decision in these matters shall be final and binding on the press.
11. The printing arrangement may be terminated at any stage of the work at the discretion of the Director (ZSI), without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Director, (ZSI) in all these matters shall be final and binding on the press.

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12. The ZSI also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotations/finalization of the printing arrangement and assignment of the job without assigning any reason thereof. The decision of the Director (ZSI) in all these matters shall be final and binding on the press.
13. The ZSI also reserves the right to offer the lowest rates received from any press and accepted by it to any of the other press or presses to enter into parallel printing arrangement, if so decides whatever the reason be. The ZSI will not consider any objection in this connection. The decision of the Director (ZSI) in all these matters shall be final and binding on the press.
14. The quotation should be inclusive of all i.e. designing, printing, binding and all involved material, etc. No extra cost other than quoted will be entertained. The Tax if any, shall be quoted separately
15. **The printed material has to be delivered at our office at New Alipore, Kolkata and also to any other destination in India by courier/ speed post, as decided by us, without any extra cost.**
16. No separate contract, as such will be drawn up, and acceptance by this Office of the quotations of the selected press will constitute a valid contract for the enforcement of the enclosed terms and conditions (Annexure-III), one year for such period up to which printing arrangement is extended.
17. For further enquiry please contact the undersigned between **11AM to 5 PM** at the above mentioned address.

The quotation complete in all respect should reach to the Director, Zoological Survey of India, M-Block, New Alipore, Kolkata – 700053 or may be dropped in the quotation box on first floor on the same address latest by **30-11-2018 at 14.00 Hrs.** The printed Calendar has to be **delivered latest by 15-12-2017 positively.** The quotations received after due date and time will not be entertained in any respect. The payment will be entertained after full delivery of material along with your pre-receipted bill in triplicate.

Head of Office
Zoological Survey of India