



QUOTATION ENQUIRY

Sealed quotations are invited on behalf of Director, ICMR-National Institute of Cholera & Enteric Diseases, Kolkata for printing of the coffee table book of NICED willing firms proficient in the above work. You are requested to quote your lowest competitive rates on the mentioned printing work below along with GST in the company letter head.

| Scope of work for coffee table book publication | | | | |
|--|--|-----------------------------------|------------------|------------|
| Sl. No. | Work | Page Size | Qty. | Amount Rs. |
| 01 | Pre-Publication services (including but not limited to content development around 100-120 pages, copy - editing, photography, retouching and editing old and recent photographs, high quality scanning and photo restoration, Digital AI repairing and enhancing, cover page design, layout preparation, proof copy. | page size 10''x10.5'' | around 120 pages | |
| 02 | Final book: printed in CMYK (Digital or Offset), on minimally reflective high – quality paper (200 copies), hard board binding with covering jacket. | Approximate page size 10''x10.5'' | 200 copies | |
| Pre-Print works: <ul style="list-style-type: none">• Content development with the help of the institutional team• Copy editing• Photography• High quality scanning• Photo restoration• Photo editing and digital AI based enhancement• Cover designing (multiple sample, at least 3 such)• Layout preparation• Proof preparation• Proof print (whole book) in CMYKJ colour | | | | |
| Print service : <ul style="list-style-type: none">• High quality printing in CMYK (digital/offset) in minimally reflective high quality paper (matte) – 120-180 GSM (depending on selection from the proof copy) - preferably coated paper.• Hard board binding with covering jacket in high quality paper | | | | |

Sealed quotations superscripted as “**Quotation for providing work for a coffee table book publication**” must be dropped in the tender box provided at NICED-I Building or can be sent through Speed Post / courier addressed to Director, ICMR-National Institute of Cholera & Enteric Diseases, P-33, C.I.T Road, Scheme – XM, Beliaghata, Kolkata – 700010 so as to reach latest by 09/01/2023 till 5:00 p.m. The last date may be extended subject to requirement. The quotation received will be opened on the same day.

Terms and conditions:

1. The Director, ICMR-NICED, reserves the right to accept or reject the quotations without assigning any reasons thereof.
2. Any decision taken by the Director, ICMR-NICED, at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any query in this regard shall be entertained.
3. No advance payment will be made. The payment will be made by rendering the services availed and by a satisfactory report of the end user(s).
4. No extra payment on account of transportation, handling, loading, unloading, labour charges etc. will be made. However, GST as per rules will be permissible.
5. While submitting the quotations, the rate for each work and net amount to be paid, GST etc. should be specified separately.
6. ICMR-NICED, Kolkata does not bind itself to accept the lowest quote & reserves the right to accept the same in part or full.
7. Please ensure that the supply is as per the specification


Store-in-Charge