

Tender No. SPL-201804-0004 dt-03/04/2018

Saraswaty Press Ltd. invites sealed tender from vendors who are registered with the relevant statutory authorities e.g. Service Tax/GST, PF & ESI for printing of various kinds , Binding of confidential jobs & DTP Page correction etc.at following items.

- Binding of Confidential jobs inside factory premises. - Rate to be submitted as per our specification which are mentioned in our website
- Printing of Various kinds of job in digital printing machine with man, machine and consumables (colour)- - Rate to be submitted as per our specification which are mentioned in our website
- DTP, Page correction & setting, designing, CD writing, Colour digital printing & others jobs. Rate to be quoted in details in our web site.
- Printing of Various confidential jobs A3/A4 one side or both side digital printing black & white with digital printing machine with man, machine and consumables -Rate to be quoted per page basis.
- Printing charges and various jobs for MARK-62 machine- Rate to be submitted as per our specification which are mentioning in our website
- Printing of High Court Cause List

The rate should be valid up to 31.03.2019. The offer along with credential, terms and supporting documents should reach to Purchase Committee, Saraswaty Press Ltd., 11 B T Road, Kolkata-700 056 by 16 /04 /2018 within 2 pm .and open same day. The company reserve the right to accept, negotiate or reject any or all offer with any vendor at its own discretion.

Saraswaty Press Limited
(Govt of West Bengal Enterprise)
11,B.T.Road, Kolkata-700 056

Binding of Confidential jobs inside factory premises.

Sl. No	Description of Work	ANNEXURE- A	
		Unit	Rate
1	Binding of Book Form MICR Cheque with checking, Cutting, Insertion and side stich binding with Rexene cloth	Per copy	
2	Continuous Form MICR Cheque binding with checking, packing and box packing	Per copy	
3	Pollution under control certificate binding with hologram pasting, number checking, cutting packing and CFC box packing	Per copy	
4	OMR sheet cutting, number checking, packing and CFC box packing	Per copy	
5	Health Science answer sheet (8 pages) binding with L perforation, stitching, cutting, numbering, die punching, packing	Per copy	
6	WBSSEDCL Energy bill continuous form binding with checking, packing and CFC box packing	Per copy	
7	WBSSEDCL Energy bill loose form binding with cutting, checking, packing and CFC box packing	Per copy	
8	Money Receipt Book (100 X 2 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth	Per book	
9	Money Receipt Book (100 X 3 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
10	Money Receipt Book (100 X 4 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
11	Odisha Driving licence binding with knocking, cutting, checking, packing and CFC box packing	Per copy	
12	Assam Sales Tax Form 61 and 62 binding with knocking, cutting, checking, hologram pasting, side stitching, book numbering and CFC box packing	Per book	
13	National Permit , Sales Tax Dept. Govt. of WB Checking, cutting, Hologram Pasting, packing and CFC box packing	Per copy	
14	Way Bill, Sales Tax Dept. Govt. of WB Knocking, checking, cutting, Hologram Pasting, side stitching, packing and CFC box packing	Per copy	
15	Birbhum Royalty Challan Knocking, checking, cutting, Hologram Pasting, side stitching, packing and CFC box packing	Per copy	
16	Bihar Transport Money Receipt binding with checking, Hologram Pasting, packing and CFC box packing	Per copy	
17	Different Forms Cutting & Packing without numbering	Per copy	
18	Different Forms Cutting & Packing with numbering	Per copy	
19	Tripura Gift Coupon Gathering, knocking, cutting, checking, stitching and packing	Per copy	
20	Gangasagar Mela Vessel Ticket knocking, cutting, checking, stitching and packing	Per copy	
21	Country Spirit Label Knocking, Cutting, Packing and CFC box packing	Per copy	
22	ASLAAS-5 card / Ballot Knocking, Cutting, Packing and CFC box packing	Per copy	
23	WBBSE OMR Registration Form Knocking, cutting, checking, packing, Insertion into folder	Per copy	
24	Rabindra Mukta Prospectus with application form and insertion into envelope	Per copy	
25	JEXPO, VOCLET & TET prospectus with OMR application form	Per copy	
26	Election Tag	Per copy	
27	EVM paper seal	Per copy	
28	EVM paper seal with strip gumming	Per copy	
29	Poster Strip Gumming	Per sq. inch	
30	Lamination	Per 100 sq. inch	
31	Hand folding of maplitho paper (16pages forme)	Per copy	
32	Hand folding of art paper (16 pages forme)	Per copy	
33	Confidential Booklet (Any page No.) Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
34	Confidential Booklet with OMR sheet packing (Any page No.), Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
35	Confidential Booklet with multiple sets and paper seal (Any page No.) Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
36	Confidential Booklet with multiple sets, paper seal and OMR sheet packing (Any page No.) Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
37	PAN 49A form and CSF form Knocking, cutting, checking, packing and CFC box packing	Per copy	
38	PAN forwarding and correction letter Knocking, cutting, packing and CFC box packing	Per copy	
39	E. S. I Prescription Book Knocking, cutting, gathering, side stich binding, cover wrapping, book numbering, bundling	Per Book	
40	Motor Vehicles Tax Token, West Bengal Checking, hologram pasting, packing and CFC box packing	Per copy	
41	Kalyani University Answer sheet 20 pages Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
42	WBBSE Answer sheet 16 pages Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
43	Vocational Answer sheet 12 pages Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
	NIT, Durgapur Answer sheet 24 pages		

Binding of Confidential jobs inside factory premises.

		ANNEXURE- A	
Sl. No	Description of Work	Unit	Rate
44	Folding, gathering, stitching, cutting, numbering on each sheet, perforation and packing	Per copy	
45	NIT, Burdwan University loose sheet 4 pages Folding, numbering, perforation and packing	Per copy	
46	WBBSE, Kalyani University loose sheet 4 pages Folding, numbering, perforation and packing	Per copy	
47	Vocational loose sheet 4 pages	Per copy	
	Folding, numbering, perforation and packing		

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		Unit	Rate
1	Binding of Book Form MICR Cheque with checking, Cutting, Insertion and side stich binding with Rexene cloth	Per copy	
2	Continuous Form MICR Cheque binding with checking, packing and b	Per copy	
3	Pollution under control certificate binding with hologram pasting, number checking, cutting packing and CFC box packing	Per copy	
4	OMR sheet cutting, number checking, packing and CFC box packing	Per copy	
5	Health Science answer sheet (8 pages) binding with L perforation, stitching, cutting, numbering, die punching, packing	Per copy	
6	WBSEDCL Energy bill continuous form binding with checking, packing and CFC box packing	Per copy	
7	WBSEDCL Energy bill loose form binding with cutting, checking, packing and CFC box packing	Per copy	
8	Money Receipt Book (100 X 2 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth	Per book	
9	Money Receipt Book (100 X 3 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
10	Money Receipt Book (100 X 4 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
11	Odisha Driving licence binding with knocking, cutting, checking, packing and CFC box packing	Per copy	
12	Assam Sales Tax Form 61 and 62 binding with knocking, cutting, checking, hologram pasting, side stitching, book numbering and CFC box packing	Per book	
13	National Permit , Sales Tax Dept. Govt. of WB Checking, cutting, Hologram Pasting, packing and CFC box packing	Per copy	
14	Way Bill, Sales Tax Dept. Govt. of WB Knocking, checking, cutting, Hologram Pasting, side stitching, packing and CFC box packing	Per copy	
15	Birbhum Royalty Challan Knocking, checking, cutting, Hologram Pasting, side stitching, packing and CFC box packing	Per copy	
16	Bihar Transport Money Receipt binding with checking, Hologram Pasting, packing and CFC box packing	Per copy	
17	Different Forms Cutting & Packing without numbering	Per copy	
18	Different Forms Cutting & Packing with numbering	Per copy	
19	Tripura Gift Coupon Gathering, knocking, cutting, checking, stitching and packing	Per copy	
20	Gangasagar Mela Vessel Ticket knocking, cutting, checking, stitching and packing	Per copy	
21	Country Spirit Label Knocking, Cutting, Packing and CFC box packing	Per copy	
22	ASLAAS-5 card / Ballot Knocking, Cutting, Packing and CFC box packing	Per copy	
23	WBBSE OMR Registration Form Knocking, cutting, checking, packing, Insertion into folder	Per copy	
24	Rabindra Mukta Prospectus with application form and insertion into env	Per copy	
25	JEXPO, VOCLET & TET prospectus with OMR application form	Per copy	
26	Election Tag	Per copy	
27	EVM paper seal	Per copy	
28	EVM paper seal with strip gumming	Per copy	
29	Poster Strip Gumming	Per sq. inch	
30	Lamination	Per 100 sq. inch	
31	Hand folding of maplitho paper (16pages forme)	Per copy	
32	Hand folding of art paper (16 pages forme)	Per copy	
33	Confidential Booklet (Any page No.) Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
34	Confidential Booklet with OMR sheet packing (Any page No.), Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
35	Confidential Booklet with multiple sets and paper seal (Any page No.) Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
36	Confidential Booklet with multiple sets, paper seal and OMR sheet packing (Any page No.) Gathering, stitching, cutting, checking, numbering, counting, packing and CFC box packing	Per copy	
37	PAN 49A form and CSF form Knocking, cutting, checking, packing and CFC box packing	Per copy	
38	PAN forwarding and correction letter Knocking, cutting, packing and CFC box packing	Per copy	
39	E. S. I Prescription Book Knocking, cutting, gathering, side stitch binding, cover wrapping, book numbering, bundling	Per Book	
40	Motor Vehicles Tax Token, West Bengal	Per copy	

Binding of Confidential jobs inside factory premises.

		ANNEXURE- A	
Sl. No	Description of Work	Unit	Rate
	Checking, hologram pasting, packing and CFC box packing		
41	Kalyani University Answer sheet 20 pages Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
42	WBBSE Answer sheet 16 pages Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
43	Vocational Answer sheet 12 pages Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
44	NIT, Durgapur Answer sheet 24 pages Folding, gathering, stitching, cutting, numbering on each sheet, perforation and packing	Per copy	
45	NIT, Burdwan University loose sheet 4 pages Folding, numbering, perforation and packing	Per copy	
46	WBBSE, Kalyani University loose sheet 4 pages Folding, numbering, perforation and packing	Per copy	
47	Vocational loose sheet 4 pages Folding, numbering, perforation and packing	Per copy	

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Printing of various kinds of job in digital printing machine with man, machine and consumables (colour

		ANNEXURE- B	
Sl. No.	Description of Work	Unit	Rate
1	Printing of various kinds of job in digital printing machine with man, machine and consumables (colour)	Per page	

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ANNEXURE- C

DTP, Page correction & setting,designing,CD writing, Colour digital printing & Other Jobs

Sl. No.	Description of Work	Unit	Rate
1	Kolkata High Court Cause List (including all consumables items and the manuscript collection from High Court and final Output delivery to our	Per page	
2	Kolkata Gazette	Per page	
3	Gazette Multiple Print (A4)	Per page	
4	Gazette Multiple Print (A3)	Per page	
5	DTP Job-English & Bengali (A4)	Per page	
6	DTP Job-English & Bengali (A3)	Per page	
7	DTP Job-Hindi (A4)	Per page	
8	DTP Job-Hindi (A3)	Per page	
9	A4 Page Correction,Setting	Per page	
10	A3 Page Correction,Setting	Per page	
11	Designing & Setting page/Cover (per Sq Inch)	Per page	
12	Colour Print (A4)	Per page	
13	Extra paper print (A4)	Per page	
14	Extra paper print (A3/Legal)	Per page	
15	CD write with CD	Per CD	
16	DCD writer with DVD	Per DVD	
17	PDF Re-setting or Re-PDF (A4)	Per page	
18	PDF Re-setting or Re-PDF (A3/Legal)	Per page	
19	Colour Digital Print (12x18) with paper (250 -300 gsm)	Per page	
20	Colour Digital Print B/B (12 x 18) with paper (230-300 gsm)	Per page	
21	DTP Operator engage to other Govt.Places	Personal/Day	
22	Ballot (2 to 4 Candidates)	Job	
23	Ballot (5 to 8 Candidates)	Job	
24	Ballot (9 to above Candidates)	Job	
25	Extra Tracing Print (A4)	Per page	
26	Extra Tracing Print (A3/Legal)	Per page	

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ANNEXURE- D

Printing of various confidential jobs A3/A4 one side or both side digital printing black & white with digital printing machine with man machine and consumables (Black & white)

Sl. No	Description of Work	Unit	Rate
1	Printing of various confidential jobs A3/A4 one side or both side digital printing black & white with digital printing machine with man machine	Per page	

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SL.No.	JOB NAME	JOB DESCRIPTION	ANNEXURE- E	
			Unit	RATE
1	OPD Ticket	Both side printing, numbering and perforat	Per Copy	
2	ESI Prescription	Both side printing, numbering and perforation (300 Pgs. Book)	Per Book	
3	Form - R	Both side printing, numbering and perforat	Per Copy	
4	Application cum Admit Card	Both side printing, numbering and perforat	Per Copy	
5	PAN Form (49A) & CSF Form	Both side printing and numbering	Per Copy	
6	Answer sheet & Answer scripts	Both side printing, numbering and perforat	Per sheet	
7	APL Ration Card	Both side printing and numbering	Per Copy	
8	ASLAAS 5 Card	Both side printing, numbering and perforat	Per Copy	
9	Pollution Certificate	Both side printing, numbering and perforat	Per Copy	
10	Banga Shree Super Lottery Tic	Both side printing and numbering	Per ticket	
11	Bumper Draw Ticket	Both side printing and numbering	Per ticket	
12	Banga Laxmi Lottery Ticket	Both side printing and numbering	Per ticket	
13	Banga Bhumi Lottery Ticket	Both side printing and numbering	Per ticket	
14	Normal Printing	Without numbering per colour	per 1000	
15	Normal Printing	With numbering per colour	per 1000	
16	Ballot Paper	One side printing & numbering	per ballot	

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Printing charges of High Court Cause List

		ANNEXURE- F	
SL.No.	JOB DESCRIPTION	Unit	RATE
1	Printing charges of High Court Cause List	Per1000 for pages	