

Tender No. SPL-202203-0050 dated 28-03-2022

Saraswaty Press Ltd. invites sealed tender from registered vendors who are registered with the relevant statutory authorities e.g. GST, PF & ESI, labour license 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-Annexure-A
- 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- Annexure-B
- DTP, Page correction & setting, designing, CD writing, Colour digital printing & others jobs. Rate to be quoted in details in our web site- Annexure-C
- 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 submitted as per our specifications which are mentioned in our website-Annexure-D
- Printing of High Court Cause List- Rate to be submitted as per our specifications which are mentioned in our website- Annexure-E
- Binding of High Court Cause List-Rate to be submitted as per our specification which are mentioned in our website- Annexure-F

The rate should be valid from April 2022 to 31st March 2023. The offer along with credential, terms and supporting documents should reach to Purchase Committee, Saraswaty Press Ltd., 11 B T Road, Kolkata-700056 by 12-04-2022 within 2 pm .and open same day at about 2 p.m. The Company reserves the right to accept, negotiate or reject any or all offers with any vendor at its own discretion.

Annexure-A

Sl. No.	Description of Work	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	OMR sheet cutting, number checking, packing and CFC box packing	Per copy	
4	WBSEDCL Energy bill continuous form binding with checking, packing and CFC box packing	Per copy	
5	WBSEDCL Energy bill loose form binding with cutting, checking, packing and CFC box packing	Per copy	
6	Money Receipt Book (100 X 2 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
6a	Money Receipt Book (50 X 2 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
7	Money Receipt Book (100 X 3 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
7a	Money Receipt Book (50 X 3 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
8	Money Receipt Book (100 X 4 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
8a	Money Receipt Book (50 X 4 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
8b	Money Receipt Book (50 X 5 part) binding with knocking, gathering, checking, cutting, side wire stitching with Rexene cloth binding	Per book	
9	Odisha Driving licence binding with knocking, cutting, checking, packing and CFC box packing	Per copy	
10	Birbhum Royalty Challan Knocking, checking, cutting, Hologram Pasting, side stitching, packing and CFC box packing	Per copy	
11	Bihar Transport Money Receipt binding with checking, Hologram Pasting, packing and CFC box packing	Per copy	
12	Different Forms	Per copy	
	Cutting & Packing without numbering		
13	Different Forms	Per copy	
	Cutting & Packing with numbering		
14	Tripura Gift Coupon	Per copy	
	Gathering, knocking, cutting, checking, stitching and packing		
15	Gangasagar Mela Vessel Ticket	Per copy	
	knocking, cutting, checking, stitching and packing		
16	ASLAAS-5 card / Ballot	Per copy	
	Knocking, Cutting, Packing and CFC box packing		

Sl. No.	Description of Work	Unit	Negotiated Rate
17	WBBSE OMR Registration Form	Per copy	
	Knocking, cutting, checking, packing, Insertion into folder		
18	Rabindra Mukta Prospectus with application form and insertion into envelop	Per copy	
19	JEXPO, VOCLET & TET prospectus with OMR application form	Per copy	
20	Election Tag	Per copy	
21	EVM paper seal	Per copy	
22	EVM paper seal with strip gumming	Per copy	
23	Poster Strip Gumming	Per sq. inch	
24	Lamination- GLOSS (In house)	Per 100 sq. inch	
	Lamination- MATT	Per 100 sq. inch	
25	Hand folding of maplitho paper (16pages forme)	Per copy	
26	Hand folding of art paper (16 pages forme)	Per copy	
27	Confidential Booklet (Any page No.)- WITHOUT OMR AND WITHOUT MULTIPLE SERIES	Per copy	
	Gathering, stitching, cutting, checking, paper seal, numbering, counting, packing and CFC box packing		
28	Confidential Booklet (Any page No.)- WITH OMR AND WITHOUT MULTIPLE SERIES	Per copy	
	Gathering, stitching, cutting, checking, paper seal, numbering, counting, packing and CFC box packing		
29	Confidential Booklet (Any page No.)- WITHOUT OMR AND WITH MULTIPLE SERIES	Per copy	
	Gathering, stitching, cutting, checking, paper seal, numbering, counting, packing and CFC box packing		
30	Confidential Booklet (Any page No.)- WITH OMR AND WITH MULTIPLE SERIES	Per copy	
	Gathering, stitching, cutting, checking, paper seal, numbering, counting, packing and CFC box packing		
31	PAN 49A form and CSF form	Per copy	
	Knocking, cutting, checking, packing and CFC box packing		
32	PAN forwarding and correction letter	Per copy	
	Knocking, cutting, packing and CFC box packing		

Sl. No.	Description of Work	Unit	Negotiated Rate
33	E. S. I Prescription Book	Per Book	
	Knocking, cutting, gathering, side stitch binding, cover wrapping, book numbering, bundling		
34	Motor Vehicles Tax Token, West Bengal	Per copy	
	Checking, hologram pasting, packing and CFC box packing		
35	Answer sheet 32 pages		
	Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
	Gathering, without Folding , stitching, cutting, numbering, perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, without numbering , perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, numbering, without perforation and packing	Per copy	
36	Answer sheet 24 pages		
	Folding, gathering, sweing , cutting, numbering, perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
	Gathering, without Folding , stitching, cutting, numbering, perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, without numbering , perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, numbering, without perforation and packing	Per copy	
37	Answer sheet 16 pages		
	Folding, gathering, sweing , cutting, numbering, perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
	Gathering, without Folding , stitching, cutting, numbering, perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, without numbering , perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, numbering, without perforation and packing	Per copy	

Sl. No.	Description of Work	Unit	Negotiated Rate
38	Answer sheet 12 pages		
	Folding, gathering, stitching, cutting, numbering, perforation, hologram fixing and packing	Per copy	
	Gathering, without Folding , stitching, cutting, numbering, perforation, hologram fixing and packing	Per copy	
	Folding, gathering, stitching, cutting, without numbering , perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, numbering, without perforation and packing	Per copy	
39	Answer sheet 8 pages		
	Folding, gathering, stitching, cutting, numbering, perforation and packing	Per copy	
	Folding, gathering, L perforation, stitching, cutting, numbering and packing	Per copy	
	Gathering, without Folding , stitching, cutting, numbering, perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, without numbering , perforation and packing	Per copy	
	Folding, gathering, stitching, cutting, numbering, without perforation and packing	Per copy	
40	Answer sheet 4 pages		
	Folding, cutting, numbering, perforation, hologram fixing and packing	Per copy	
	Without Folding , cutting, numbering, perforation and packing	Per copy	
	Folding, cutting, numbering, without perforation and packing	Per copy	

Annexure-B**Rate for Printing of various kinds of job in digital printing machine with man, machine and consumables (colour)**

Sl. No.	Description of Work	Unit	Size	Negotiated Rate & Final Rate	
				Rate (with machine)	Rate (without machine)
1	Printing of various kinds of job in digital printing machine with man, machine and consumables (colour)	Per page	A4- One Side		
			A3-One Side		

Annexure-C**Rate for 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, Composing and final Output delivery to our Belghoria Office	Per page	
	Kolkata High Court Cause List (including all consumables items and the manuscript collection from High Court, Correction, Page Setting and final Output delivery to our Belghoria Office	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	DVD 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 Opertator 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 Traching Print (A4)	Per page	
26	Extra Traching Print (A3/Legal)	Per page	

Annexure-D

Rate for 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	Type	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 and consumables (Black & white)	Per page	A3 one side	
			A4 one side	

Annexure- E**Rate for printing charges of High Court Cause List**

SL. No.	JOB DESCRIPTION	Unit	Rate
1	Printing Charges of High Court Cause List	Per 1000 for 16 pages	

Annexure- F**Rate for Binding Charges of High Court Cause List**

SL. No.	JOB DESCRIPTION	Unit	Previous Year Rate
1	Binding charges of High Court Cause List (Any Page no)	Per Book	