

Tender No.SPL-202011-0015

Date-17/10/2020

Saraswaty Press Ltd invites sealed offers for Rate contract from experienced DTP entrepreneur vendors for in-house security, confidential and urgent DTP works on per page basis. The vendor should be capable of typesetting in English, Bengali, Hindi, Urdu and Alchiki scripts. The vendor should have design and page makeup knowledge & capabilities in different software platforms like AmiPro Photoshop, Illustrator, Indesign, Corel draw, Freehand, Pagemaker and MS office tools.

The vendor has to bring his own skilled operators (at least 40 Nos.), hardware tools like computers (at least 40 Nos.), scanners and printers with original operating software. Power, space (unit I at 11, B. T. Road, Kolkata 700056 and city office at 32, A. P. C Road, Kolkata 700009) and furniture's will be provided by press authority. The entire work is confidential in nature and must be executed within the press premises. No documents either in soft copy or hardcopy will be allowed to be taken outside the premises. The jobs will be allotted as and when required basis and must be delivered as per client's time schedule. The entrepreneur vendor must be technically competent, as they will be responsible for thorough understanding of clients' Technical requirement. The selected entrepreneur vendor will be responsible to ensure error free work and no delay in execution of the allotted jobs.

Please enclose Trade license, ESI, P.F, PAN, and work experience of the Entrepreneur. Offer may be sent as per enclosed format to Purchase Committee, Saraswaty Press Ltd.,11, B. T. Road, Kolkata – 700 056 by 29.10.2020 within 2 pm & opening on same day. The company reserve the right to accept, negotiate or reject any or all offer with any vendor at its own discretion.