

# Centre for Endangered Languages, Visva-Bharati, Santiniketan

## Tender notification

Sr. No.	Content	Medium of Publication	No. of copies	Pages		Required	d task	
1.	Edited book	English	200	330-350	• • • •	Copy Editing Formatting Proof Reading Publication Delivery Santiniketan	at	CFEL,
2.	Bibliography of Marginal Languages and Landscape	English	200	120-140	• • •	Formatting Proof Reading Publication Delivery Santiniketan	at	CFEL,
3.	Bibliography of Marginal Languages and Landscape	Hindi	200	120-140	• • •	Formatting Proof Reading Publication Delivery Santiniketan	at	CFEL,
4.	Bibliography of Marginal Languages and Landscape	Bangla	200	120-140	• • •	Formatting Proof Reading Publication Delivery Santiniketan	at	CFEL,
5.	Multilingual Pocket Dictionary	English_Hin di_Bangla_ Koda	200		•	Formatting Publication Delivery Santiniketan	at	CFEL,
6.	Multilingual Pocket Dictionary	English_Hin di_Bangla_ Kharia	200		•	Formatting Publication Delivery Santiniketan	at	CFEL,
7.	Multilingual Pocket Dictionary	English_Hin di_Bangla_B irhor	200		•	Formatting Publication Delivery Santiniketan	at	CFEL,
8.	Multilingual Pocket Dictionary	English_Hin di_Bangla_ Kurux	200		•	Formatting Publication Delivery Santiniketan	at	CFEL,



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#### **General Conditions**

- 1. The quotation rate must be as per page cost including GST, hard bound (for books), paperback with glossy paper (for dictionaries) delivery charges and other.
- 2. All the publication will be attractive with systematic formatting along with professional copy editing and error free proofing (Wherever it is applicable).
- 3. One sample copy of book needs to be enveloped with the tender to showcase the quality of the paper, size of the book as well as bindery which will be at par with our proposed publication.
- 4. Credentials (Publication Guild Registration and Subject Expertise) of publication house will be enveloped with at least 10 titles along with ISBN and name of writers during last five years.
- 5. Content pages (in Black & white) of books will be with 70 GSM and jacket with 170 GSM (colorful and hardbound) similar to cover page.
- 6. Content pages of dictionaries (colorful) will be with 70 GSM and jacket with 170 GSM (colorful).
- 7. Size for books will be standard near to  $9.5 \times 6.25$  "while for dictionaries  $5 \times 4$ ".
- 8. All the books and dictionaries will be published with ISBN number.
- 9. Matter will be submitted in soft copy (MS-Word file) through e-mail as and when it will be ready at our end.
- 10. Visva-Bharati will have the copyright of the books and dictionaries; however publication house may have its logo on the book showing as collaborative task with CFEL, Visva-Bharati.
- 11. Delivery of publications at Santiniketan is must within 50 days of submission of the relevant manuscript through e-mail.
- 12. 100 percent payment will be done through bank account only after timely delivery as well as satisfactory of the publications.
- 13. Having experience in linguistics related publication may be preferred.
- 14. Three set (1. Edited book, 2.Bibliography based books and 3.Dictionaries) of tender in one sealed envelope will be required till 11<sup>th</sup> November, 2020 (18:00 PM.) through speed post.
- 15. All the stages of publication will be verified by CFEL, Visva-Bharati.
- 16. Rates will be quoted as per the format given below, which will help us to prepare the comparative statement;

Category	Sl. No.	Heads	Rate per Page in Rs.
A	1	Copy Editing	
	2	Formatting	
	3	Proof Reading	
	4	Printing/Publication	
	5	Others if any (please Specify)	
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В	1	Hard Binding (per copy)	
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D	1	Publication	
		Delivery at CFEL, Santiniketan (all publications)	
Е	1	Discount, if any	
		GST	



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*In terms of rates, lowest bidder will be selected on the basis of the A, B, C, D, and E taking as total.* 

#### **Others Terms and Conditions are as below:**

- 1. The offers must be uploaded in the University portal and addressed to **Prof. Manju Rani Singh**, Chairperson, Centre for Endangered Languages, Visva-Bharati, Santiniketan Visva-Bharati Santiniketan-731235, MUST be sealed and marked as "Memo No........., Dated <u>21 October 2020</u>, Due Date <u>11 November 2020</u>" and
- 2. Apart from other applications in respect of the quality, standard, terms etc, the offer should specially clarify the points noted below, in the following order:
  - (i) Validity of offer
    - (ii) Central Sales Tax/VAT Sales Tax/Service Tax/GSTN

#### 3. Below are the explanations of the above points:

- (i) Validity of the offer: Here please mention the time (From to ) up to which your quotations shall be current. The quotationer shall have no right to revise them within the period given here on the plea of fluctuations in the marker rate. Normally the **validity of the offer** should be for a specified period of 60 days or more than that.
- (ii) University reserves the right to accept / cancel any of the tender or part thereof without assigning any reason.
- 4. All quotations should be rate plus GST, after showing special discounts etc., if any.
- 8. If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.
- 9. The vendor will be communicated in due course in case the decision is in their favour. Interim enquiries about offers will not be attended to.
- 10. Once the offer is accepted by the Chairperson/authority/Indenter and the order is placed on that basis, the vendors will be responsible to provide services accordingly within the stipulated time, or compensate the University for Loss, if any, on account of non-execution of the publication and delivery order.
- 11. Liquidated Damage: Visva-Bharati reserves the right to impose liquidated damage as and when required; the rate of penalty will be at par with the same of the Govt. of India's regulations.
- 14. University/Center will not pay any hidden charges for the purpose.
- 15. All disputes are subject to "Bolpur, Birbhum, W.B, jurisdiction" only.

Prof. Manju Rani Singh

Chairperson, Centre for Endangered Languages, Visva-Bharati, Santiniketan