



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
GORUBATHAN GOVERNMENT COLLEGE
AT GORUBATHAN, P.O.-FAGU
DIST.-KALIMPONG 735231



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Memo No. 230/66C/2025

Date: 24/07/2025

Sealed quotations are hereby invited, on behalf of the Officer-in-Charge, Gorubathan Government College, Gorubathan, Kalimpong, from reputed vendors/agencies for the publication of the Gorubathan Government College magazine **BASE POINT** with the specifications given below:

1. Size: A4, inside 76 pages one-colour printing (Black) on 80 gsm map litho.
2. 14 pages multi-colour pages on 130 gsm art paper.
3. 2 pages multi-colour cover on 230 gsm art board with matte lamination.
4. Number of copies: 400
(Cost per unit and cost 14 pages, B/W included)

Important Dates:

1. Opening for submission of quotations: 24/07/2025
2. Last Date for Submission of quotations: 04/08/2025, to the Office of the Officer-in-Charge, Gorubathan Government College, Gorubathan.
3. Opening of technical bid : 06/08/2025
4. Opening of financial bid : 08/08/2025

Requirement of Work & Service

The selected vendor will be responsible for:

1. **Typing and formatting of content** in the following languages:
 - o English
 - o Hindi (Devanagari script)
 - o Bengali (Bangla script)
 - o Nepali (Devanagari script)
2. **Desktop Publishing (DTP):** Page layout, formatting, font styling, and arrangement of multilingual content.
3. **Graphic Design:**
 - o Designing of the cover page, internal layouts, and section dividers.
 - o Insertion of illustrations, photos, student artwork etc.
 - o Submission of **2 design cover samples** for committee review and approval.
4. **Proof Submission & Final Printing:**
 - o Compile and provide a printed proof for final review.
 - o Incorporate all corrections and again provide the corrected version for approval.
 - o After approval deliver the final printed magazines on time.

Terms and Conditions:

1. A copy of the PAN card, Income Tax clearance certificate, Sales Tax Clearance certificate, trade licence, cancelled cheque.
2. A mandate form should be submitted on the company letterhead.
3. The price per unit of the item and GST amount should be shown separately.
4. Books must be supplied within the stipulated time after receiving the official order.
5. Previous experience and notable printing works should be mentioned specifically and submitted in hard copies if required.
6. Bills must be submitted in triplicate.
7. Payment will be made as per Government rule.

Shalini 24.07.2025
Officer-in-Charge

Gorubathan Govt. College
PO: Fagu, Dist: Kalimpong.

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Gorubathan, Kalimpong
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