

केन्द्रीय रेशम उत्पादन अनुसंधान एवं प्रशिक्षण संस्थान

Central Sericultural Research & Training Institute

[केन्द्रीय रेशम बोर्ड -

वस्त्र मंत्रालय - भारत सरकार]

मानंदवाडी रोड, श्रीरामपुरा,

मैसूर - 570 008



[Central Silk Board -

Min. of Textiles - Govt. of India]

Manandavadi Road, Srirampura

Mysore - 570 008

No. CSB/RTI/Annual Report/23/2024-25/Stores

Date : 01.12.2025

To

Sir,

Sub : Inviting sealed quotations for Printing of Annual Report - 2024-25 – reg.

This Institute proposes to print 75 copies of Annual Report for the year 2024-25 as per the specifications given below:

SPECIFICATION

Sl. No.	Printing Specification		Amount Rs.,
1.	Print Order	75 copies	
2.	Size	22 x 28 cms.	
3.	Languages	English and Hindi	
4.	No. of Text pages	150 pages	
5.	Text printing (Indian art paper)	90 gsm	
6.	Multi-colour pages	8 or 12 Nos.	
7.	Paper for wrapper (Indian art card)	300 gsm	
8.	Text printing	Single colour	
9.	Lamination	Outer cover	
10.	Binding	Perfect binding	
	Total Rs.		
	GST, If any		
	Grand Total for 75 copies		

Sealed quotations are invited from local printers (Mysuru) & Other than Mysuru/Karnataka Printers, a branch / unit should be in Mysuru. The quotation are to be super scribed as “**QUOTATION FOR PRINTING OF ANNUAL REPORT 2024-25**” may be sent to the Director, CSRTI, Srirampura, Manandavadi Road, Mysuru-570 008, so as to reach on or before 23.12.2025 at 01.30 PM. The quotation will be opened on 23.12.2025 at 3.00 pm.

TERMS AND CONDITIONS

- Validity** : The rates quoted should be valid till the last date of the publication of the Annual Report 2024-25.

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2. **Processing of Printing Work :** The printer should undertake the printing work on priority in keeping with the delivery schedule. **The printer should submit at least 3 proofs** as required till the printing material is cleared for final printing keeping in view the final delivery schedule. Similarly at post press processing utmost care should be taken in printing of material to ensure flawless printing of text and photos with fine quality and perfect finishing which is the sole responsibility of the printer.
3. **Taxes/Other statutory deductions:** The applicable GST should be quoted clearly and separately in percentage or in real terms.
4. **Text material:** Text material will be given in English and Hindi version in Pen Drive in word format.
5. The rate should be quoted in figures as well as in words.
6. **Proof:** Three proofs in single colour for text portion and one final proof in multi colour for cover page.
7. **Delivery :** Within 10 days of approval of final proof, to be delivered at Printers Cost along with soft copy in PDF form.
8. **Returning of material :** After completion of the printing work, the printer should return back full fair material used for printing in PDF format besides returning the materials such as photos/CDs/Pen drive, final proof, etc.
9. **Payment:** Will be effected only after satisfactory completion of the printing work of the items and its delivery full as ordered after due clearance and finalization. No advance will be paid to the printer.
10. **Liquidated damages for delay and non-supply:** The delay in printing and supply of the material will attract penalty @ 1% for every 10 days or part thereof to a maximum of 10% of the cost of the work order given. However, the printer can seek extension of time by requesting the Director, CSRTI, Mysuru, in writing giving valid/acceptable reasons and get the approval in writing there on. The decision of the Director will be the final and binding on the printer.

Yours faithfully,
Sd/-
DIRECTOR

Copy to :

1. The Scientist-D, PMCE section, CSRTI, Mysore for information.
2. The Deputy Director, [Comp] with a request to post this Enquiry Letter in the CPP portal of CSR&TI, Mysore (copy of the Tender input form is enclosed).

Scientist
01/12/2024
DIRECTOR