



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



Phone No: 94750-54977; 89182-93626; Web: www.gorubathanggdc.co.in; Email id:ggdc.gbn@gmail.com.

Memo No. 261/444/2025

Date: 14/8/25

**Notice (2<sup>nd</sup> Call)**

Ref: previously cancelled notice 230/GGC/2025 Dated 24/07/2025

Sealed quotations are hereby invited in a two bid system (Technical and Financial) 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)
5. The Tender is to be submitted in two sealed separate sealed envelopes, technical and financial bid.

**Important Dates:**

1. Opening for submission of quotations : 14/08/2025
2. Last Dates for submission of quotations 21/08/2025, to the Office of the Officer-in-Charge, Gorubathan Government College, Gorubathan
3. Opening of Technical Bid and Financial Bid: 22/08/2025

**Scope of Work**

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 supplies 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.
8. The Officer in charge reserves the right to accept/reject any tender without providing any reason.

*Shalder* 14.08.2025

Officer-in-Charge  
Gorubathan Govt. College

**OFFICER IN CHARGE**  
**GORUBATHAN GOVT. COLLEGE**  
**FAGU, KALIMPONG - 735231**

PERFOMA FOR TECHNICAL BID

Documents Attached:

Sl. No.	Documents	Yes/No
1.	A copy of the PAN card	
2.	Income Tax clearance certificate	
3.	Sales Tax Clearance certificate	
4.	Trade Licence	
5.	Cancelled Cheque	
6.	Mandate form on the company letterhead	
7.	Previous experience and notable printing works	
8.	Bills must be submitted in triplicate.	

*Shah*  
14.08.2025  
OFFICER IN-CHARGE  
GORUBATHAN GOVT. COLLEGE  
FAGU, KALIMPONG - 735231

PERFOMA FOR FINANCIAL BID

QUOTATION:

Sl. No.	Description	Price in Rupees
1.	<ol style="list-style-type: none"> <li>1. <b>Typing and formatting of content</b> in the following languages: <ul style="list-style-type: none"> <li>o English</li> <li>o Hindi (Devanagari script)</li> <li>o Bengali (Bangla script)</li> <li>o Nepali (Devanagari script)</li> </ul> </li> <li>2. <b>Desktop Publishing (DTP):</b> Page layout, formatting, font styling, and arrangement of multilingual content.</li> <li>3. <b>Graphic Design:</b> <ul style="list-style-type: none"> <li>o Designing of the cover page, internal layouts, and section dividers.</li> <li>o Insertion of illustrations, photos, student artwork etc.</li> <li>o Submission of 2 design cover samples for committee review and approval.</li> </ul> </li> <li>4. <b>Proof Submission &amp; Final Printing:</b> <ul style="list-style-type: none"> <li>o Compile and provide a printed proof for final review.</li> <li>o Incorporate all corrections and again provide the corrected version for approval.</li> <li>o After approval deliver the final printed magazines on time.</li> </ul> </li> </ol>	

*Shalini*  
14.08.2025.

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