

Lib. 8-1/2011-12/ 5797

December 02, 2011



**Sub:- Inviting of quotation for routine newspaper clippings digitization work of the SNA's library**


Sir,

The Akademi hereby invites sealed quotations for the following work of the library of Sangeet Natak Akademi, New Delhi:-

S. No.	Description
1.	Rate per Newspaper clipping for digitizing (Scanning, Indexing, Storing, Manpower)
2.	25,000 approx. Newspaper clipping held and likely to be over 5000 approx. generating during year

The contract period would be **minimum** for a period of one year.

The quotations addressed to The Secretary, Sangeet Natak Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi - 110001 in a sealed cover, superscribing "Quotations for Newspaper Clippings digitization work of the SNA's library " should reach the Akademi on or before **26.12.2011**.

Yours faithfully,  
  
(Swatanter Bogra)  
Lib. & Inf. Officer

Enl: Terms & Conditions

### Terms & Conditions

The sealed quotations are to be submitted together with the following documents showing the standing & reputation of the firm:-

The firm should have annual turnover of Rs. 20 lakhs from high quality scanning/outputting jobs

Work Experience – List of other Govt. Departments, Public Sector, State Govt., Autonomous Body & Reputed Major Media Firms/Publishers/Printers for which the firm is having the similar kind of work. (Enclose work order of at least 3 firms from last 3 years)

3. Details regarding the list of Scanning, Image-setting Equipment available with the firm in single premises.
4. Income Tax Return of last two years
5. Valid Service Tax Registration Certificate
6. Copy of the last audited balance sheet of the vendor indicating the Turnover in Scanning/Outputting work.

Copy of Registration of your Firm / Company

8. All prices and other information like discount, etc., having a bearing on the price shall be written both in figures and words. If there is discrepancy between the price/information quoted in words and figures, the price/information quoted in words will be treated as final.
9. The quotation should be typed or neatly handwritten. Cutting & overwriting is not allowed, otherwise may be rejected.
10. Payment terms should also be clearly indicated without any ambiguity.

### **Submission of Quotations**

1. The quotations shall be submitted duly marked as **Newspaper Clippings digitization work of the SNA's library**
2. The outer and inner envelopes shall indicate the name and address of the firm to enable the quotation to be returned unopened in case it is declared late.
3. An earnest money of Rs. 25,000/- may also be enclosed in the shape of Demand Draft (D.D.) in favour of **Secretary, Sangeet Natak Akademi, New Delhi**