



# CENTRAL POLLUTION CONTROL BOARD

Ministry of Environment & Forests, Govt. of India

Parivesh Bhawan, East Arjun Nagar, Delhi-32, INDIA

## TENDER NOTICE

The Central Pollution Control Board (CPCB) invites sealed bid for compilation of about 130 research papers presented at the 'Environmental Science Section' at the 97<sup>th</sup> Indian Science Congress held at Thiruvananthapuram, Kerala from the competent agencies/individuals to undertake this task. The agency/individual must fulfill the following competency requirements, especially related to subject based compilation of papers, formatting of text, designing of artwork/illustrations/drawings, proof reading, scientific/technical editing and providing the text in the Ready –to- Print format.

1. Experience of subject based compilation of papers, formatting of text, designing of artwork/illustrations/drawings, proof reading, scientific/technical editing of STM (science, technical, and medical) journals and books, both at national and international level.
2. Experience of producing environment-related publications, managing highly complex editing jobs.
3. Experience in preparing elaborate style sheets so as to bring in consistency across the papers.
4. The agency/individual must have the capability to identify the relevant papers that could be published out of the 130 papers, categorising the papers under different sections, excellent project management capabilities in terms of dealing with authors, etc.
5. Designing, typesetting, and graphics must be of high quality.
6. The agency/individual must have handled similar publishing projects earlier.
7. The agency/individual must be familiar with the terminology used in subjects coming under the broad category of environment.
8. The individuals working in this project must have relevant experience either within the agency or elsewhere.
9. The agency/individual must be able to provide the entire proceedings in Ready –to-Print format (soft as well as hard copy) within the stipulated time of 45 days.
10. Final copy shall be in the form of Ready –to-Print format.
11. The firm should give Bank Guarantee of 10% of the total cost (in case of private firm).

The interested parties may submit their sealed financial bid with the quoted rates per A4 size page for compilation, proof reading, making drawing/illustrations etc., editing may be forwarded to the SEE & In-charge PR, CENTRAL POLLUTION CONTROL BOARD Parivesh Bhawan, East Arjun Nagar, Delhi – 110032 within 7 days from the publication of advertisement on the web site of CPCB along with the information in the enclosed format.

**SEE & I/C PR**

## PERFORMA

1. **Name of the firm** : \_\_\_\_\_
2. **Address** : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
3. **Telephone No.**
4. **Name of the Proprietor / Partners / Directors** : \_\_\_\_\_
5. **Date of establishment** : \_\_\_\_\_
6. **Registration no. with SSI or other authority** : \_\_\_\_\_
7. **Sales tax number** : \_\_\_\_\_
8. **Income tax permanent account number** : \_\_\_\_\_
9. **Name of the customers** : (List enclosed)
10. **nature of job undertaken** : \_\_\_\_\_
11. **Facilities available** : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
13. **Number of staff employed** : \_\_\_\_\_
  - a). Skilled : \_\_\_\_\_
  - b). Semi skilled : \_\_\_\_\_
  - c). Others : \_\_\_\_\_
14. **Any other relevant information which you wish to furnish** : \_\_\_\_\_  
: \_\_\_\_\_

We are fully aware that this submission to the Central Board tantamount putting us in the panel with the Board, but the Board shall inform us specifically in writing about the registration after due scrutiny and verification of the facts mentioned above which to the best of our knowledge and belief are correct.

We undertake that if our name is put up in the Panel we shall abide by the terms and conditions to be specified to us by the Board and Security Deposit or performance bond to be executed as may be asked for by the Board.

Yours faithfully,

**Signature Seal of the  
firm with date**

**Date:**