

PEC Limited

(A Govt. of India Enterprise under Ministry of Commerce & Industry)

F-Block, 3 Floor, Jhandewalan Flatted Factory Complex, (Near Mata Jhandewalan Mandir) Rani
Jhansi Road, New Delhi-110055

JOB SPECIFICATIONS/TERMS & CONDITIONS FOR PRINTING & TRANSLATION OF ANNUAL REPORT

Inviting Quotation

Date of Tender: 29-07-2024

Job Specification **Printing of PEC LTD. Annual Report 2022-23 in English & Hindi Translation of Annual Report from English to Hindi**

Quantity **1. 40 Copies in English language**

2. 30 Copies in Hindi language

Size International A4

Estimated No. of Pages (Excluding cover) 110 (+-10) - Single Color (Black) Printing

Cover 4/4 Colour (front & back)

170 GSM Glossy Art Papers (Indian/Imported)

Paper Quality Inside Pages- 70 GSM Maplitho Paper (Indian) Black & White

No. of Graphs Binding Centre Stitched

10 Annual Reports packed in brown paper forming one packet, each packet properly packed in cartons of manageable volumes;

Delivery in good condition to be offered in our Head Office at Jhandewalan, New Delhi

Original Documents to be given try to PEC

1. Soft copy of Final Annual Report

Quantity

Quality of job has to be excellent. in case it is not found up to mark by PEC Ltd., then print job can be rejected with all costs to the bidder.

Tine Schedule

1. Time is the essence of contract.
2. Typesetting on has to be Completed within 7 days and all proof reading will have to be completed within a week and after the final approval is given by PEC Ltd. to go head for printing, supply of Annual report must be completed within the next one week. No advance payment will be made.

Responsibility Please note that final proof reading will be done by PEC Ltd. Quality, quantity and time schedule will have to be maintained by the bidder.

Other Charges Please note that no Commission/Service/supervision schedule will be paid

Job Requirement PEC will only provide draft of Annual Report in English. Bidder has to do type setting page setting, scanning and translation from English to Hindi etc.

For the above job, drum scanning of photographs Systems charges etc., all pre-press job, paper and its quality, printing job i.e. right from conceptualization of cover/ inside pages layout design to typesetting, formatting of graphs, Proof Reading/editing/soaking/of pages/ layout, processing system charges, scanning. plate making, final art work proofing color, pages/cover/photographs, printing Binding, delivery, etc. including cost of cover designing cost of insidepages layout etc. everything a comprehensive bid for this job may please be given by in sealed cover in the following format along with paper samples and no extra payment will be made over and above this quote.

Date of Tender: 29/07/2024

Date of Closing of Tender: 21/08/2024

Last Date of Clarification by Bidder: 14/08/2024

(No clarification will be entertained after last Date)

FORMAT FOR SUBMITTING QUOTATION

Total Cost for supply of 40 English and 30 Hindi copies with given complete designing/printing/paper includes. Hindi Translation for 110 pages (excluding 4 cover pages)
This includes cost of translation to Hindi.

Rs. _____

Cost of addition/deletion per page in case the inside pages increase or decrease.

Rs. _____