

PEC LTD.: NEW DELHI

NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT 2016-17

(FOR THREE YEARS IN CONTINUATION)

PEC Ltd. intends to print its Annual Report for the financial year 2016-17 matching international standards. For the purpose, we invite quotations from interested parties requesting to furnish:-

- a) Cover designs
 - b) Inside pages layout designs in the form of a newly designed dummy format containing at least 8 pages on a Concept/ Theme related to the company and/or its working.
2. The job shall be awarded on turnkey basis i.e. based on a comprehensive offer covering all costs, taxes etc. The party selected would be required to print Annual Reports for PEC LIMITED for continuously THREE YEARS, starting from 2016-17 Annual Report at the rates offered by them.
3. Technical bid should contain:-
- (a) Designs for the cover of Annual Report
 - (b) Designs for the inside pages layout at least 12 pages
 - (c) Separators for all sections viz. corporate, management, financial etc.
 - (d) About 6-10 photographs of generic nature from your source
 - (e) Your concept note justifying the theme of the cover
 - (f) Flow chart of work to be undertaken with specific timeliness as mentioned below in para5(iii)
4. Commercial bid should be in a separate sealed cover giving only the comprehensive cost for the job on turnkey basis, as per format contained in this Notice Inviting Tender (on last page).
5. However, in case your design for either cover or inside pages layout is selected by PEC Ltd. but the commercial bid is somehow found to be not competitive, we will be free to pay you handsome amount on mutual agreed terms for cover page as well as inside pages layout whose designs are selected and retain the designs for use.
- (i) You shall provide photographs appropriate to the theme selected
 - (ii) Quality of job has to be excellent. In case it is not found up to the mark by PEC, the print job can be rejected with all cost to you.

(iii) As for delivery schedule, it is to be maintained as follows:-

After the manuscript and text for printing is given to party, typesetting has to be completed within 2-3 days and all proof-reading will have to be completed with a fortnight by the party; and after the final approval is given by PEC Ltd. to go ahead for printing, supply of Annual Report must start within 10 days to be completed within the next one week.

(iv) Your quotation, both technical and commercial bids for Annual Report in **separate sealed covers**, mentioned thereon **“Designs & Price Quotation for PEC Ltd. Annual Report 2016-17”** may be provided together with quotation for Annexure II, both placed in a bigger envelop as mentioned on page 1 of the tender enquiry.

6. PEC Ltd. reserves the right to reject any or all the offers without assigning any reason whatsoever. Offers not in line with our format, terms and conditions will be rejected.

**JOB SPECIFICATION/ TERMS & CONDITIONS FOR PRINTING OF
ANNUAL REPORT 2016-17 (for continuously three years starting from
2016-17 report)**

Job	- Printing of PEC LTD. Annual Report 2016-17
Quantity	- 150 copies in English; and - 100 copies in Hindi
Size	- International A4
No .of pages (excluding cover)	- 72(+4)
Cover specifications	- 4+4
Cover	- Laminated (in MATT finish) Australian Art paper 300 GSM Matt finish
Paper	- Inside pages –Australian Art Paper 170 GSM MATT finish
Nos . of TPs/ Photos	- Out of 28 photos, 4-5 photographs of generic Nature will have to be arranged by you from Your own source, preferably based on theme
/	
No. of graphs	- 08 – 10 in four colour / tints
Binding	- 10 Annual Report packed in brown paper Forming one packet, each packet properly Placed in cartons of manageable volumes; Delivery in good condition to be effected in our Head Office at Delhi.
Original CD	- The whole Annual Report on CD is open file - The whole Annual Report on CD in PDF format with software, index with hyperlink to respective pages - Two copies of each master CD(to be provided along with first lot of printed Annual Report copies
Time schedule	- Quality of job has to be excellent. In case it is not found up to the mark by PEC Ltd., the print job can be rejected with all cost to party. As for delivery schedule, it is to be maintained as follows: After the manuscript and text for printing on floppy is given to the party , typesetting on has to be completed within 2-3 days and all proof readings will have to be completed

within a fortnight; and After the final approval is given by PEC Ltd. to go head for printing, supply of Annual Report must start within 5 days (when 100 copies of each of English & Hindi Annual Report should be submitted), to be completed within the next one week. In case the above delivery schedule is not maintained, penalty @ Rs.1000/- per day will be imposed. Payment will be made through RTGS within 10 days of delivery of all the Annual Reports in proper condition/ presentation of the bill along with necessary Certificate / delivery challans. No advance payment will be made.

Responsibility

- Please note that all proof reading / comparisons will be given by PEC Ltd. Quality, quantity and time schedule will have to be maintained by you.

**Other charges
no**

- Since this is a turnkey job, please note that Commission / service / supervision schedule will be paid.

Job requirements

- 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/okaying/of pages/ layout, processing System charges, scanning, plate making, final art work Proofing colour pages/ cover/photographs, printing Binding, delivery etc. including cost of cover designing Cost of inside pages layout etc. everything a comprehensive bid for this job on turnkey basis may please be given in sealed cover in the following format along with paper samples, and no extra payment will be made over and above this quote. Job should be an improved version of our previous jobs.

FORMAT FOR FURNISHING COMPREHENSIVE COMMERCIAL BID

Total cost for supply of 150 English and 100 Hindi copies of PEC Ltd Annual Report for 2016-17 Continuously for three years starting from 2016-17 Annual Report (AT THE SAME RATES) with complete designing/printing/paper. Rs. _____

Cost of additional jobs, if any, including cost of paper

- a. +/-4 pages in 3 colour Rs. _____
b. +/- 4 pages in 4 colour Rs. _____