

Specifications/Details

Annual Report –Printed (FY 2016-17)

1	Job Description	Designing, Type Setting, Printing and despatching of Annual Report 2016-17 in an envelope (including Artwork, mock-ups, scanning etc)
2	Number of Copies	1700 no's(previous year 1650 no's)
3	Language to be printed	Bi-lingual (Hindi & English)
4	No. of Pages per copy	Approx. 180 (excluding cover page)
5	Size of report	International Size(11.75"X8.25")
6	Paper to be used	(a) Cover Page : Indian Art Card-210gsm (b) Inner Page : Indian Art Card-110gsm (c) Theme Pages : Indian Art Card -170gs (d)For Envelope : Dupon "Tuvek"envelope or Equivalent to be provided.
7	Printing	(a) Cover Page front and back - 4 Colour Printing - Inner Cover – 2 Colour Printing (b) Inner Pages : Approx 90 in 4 colours and 90 in 2 colours. (Rates for +/- 4 pages in 2 & 4 Colours to be specified) (c) No. of Graphs : Approx 15 in 4 colours (d) No. of photographs : Approx 40 in 4 colour (e) No. of tables : Approx 5 in 1 colour
Note : Financial Statements including Auditors Report etc would be in 2 colours		
8	Lamination	Cover pages 1 and 4 to be laminated
9	Material	(a) Photographs would be provided by us (b) Certain transparencies to be scanned /provided by the printers. (c) Matter for printing(both English and Hindi) will be provided in form of soft copy and hard copy. (d) Graphs to be developed by the Printer from the basic Data provided.
10	Proof Reading	Printer have to provide sufficient no. of sets either in Copy or hard copy for proof reading. Thereafter one Copy(either in soft copy or hard copy) after Incorporation of all corrections.
11	Freight & Forwarding	Free within Mumbai Reimbursement of actual for supplies made outside Mumbai.(Please indicate the likely cost of courier charges)

II. <u>Annual Report-CD</u>		
1	Job Description	Designing and loading of the entire Annual Report on CD(small size disk) in PDF Format(or any better version) including aesthetically designed and printed pouch.
2	Number of CD's	250 (tolerance quantity+2%)
3	Packing damages.	Suitable packing to safeguard against transit
4	Delivery	As per Instructions
5	Freight & Forwarding	Free within Mumbai Reimbursement of actual for supplies made outside Mumbai(please indicate the likely cost of courier charges)
6	Taxes and Duties	To be clearly specified by the service provider.

III. HTML format of complete annual report for year 2016-17 for posting on our website.

IV. Terms of Payment

1. Kindly note that your quotation should be "per copy" basis (printed and CD form) and should include charges for design, art work, scanning etc. including providing suitable software in CD form, if required. Taxes and duties applicable if any should be clearly specified.
2. You may indicate the terms of payment you desire.
3. Please also indicate your charges for extra sheets both in 4 colour and in 2 cc colour separately.
4. Geographical location of printing facility, if away from designing & preparing layout location may be furnished for our information.

Notes:

1.The Tender/Quotation for the above specifications for printing of the Annual Report for the FY 2016-17 to be submitted in sealed envelopes marked "Quote for Printing of Annual Reports for 2016-17" addressed to General Manager (Accounts), ECGC Ltd, Nirmal Building, 5th Floor, 241/242 Backbay Reclamation, Nariman Point , Mumbai – 400 021 on or before 30th June, 2017.

2. Incomplete Tender/Quotations submitted with vague information will be rejected
