

- The tender is again notified as the company has not received sufficient responses, earlier.
- The new tender document has been revised for quantity and paper quality also.
- All earlier tenders received have been scrapped and the tender process is declared null and void.

Specifications of Tender Document for Annual Report for the FY 2017-18

ECGC Ltd invites tenders/quotations for printing of Annual report as per following specifications:

I. Printing of Annual Report (AR)		
	Job Description	Designing, Type Setting, Printing and dispatching of Annual Reports in an envelope (including Artwork, mock-ups, scanning etc)
2	Number of Copies	1500 no's
3	Language of AR	Bi-lingual (Hindi & English)
4	No. of Pages	Approx. 200 (excluding cover page) per copy
5	Size of AR	International Size (11.75" X 8.25")
6	Paper to be used	(a) Cover Page : 250 GSM Sinar Art Card (b) Initial (about 100 pages): 130 GSM Sinar Art (c) Inside pages (Financial Statements section onwards, about 100 pages): 100 GSM Maplitho (d) For Envelope: Dupon "Tuvek" envelope or Equivalent to be provided. (e) Printing: By offset in 4/2 processed colours (f) Finishing: Matt lamination on outer cover (one side), creased, folded, collated, perfect bound and cut to size.
7	Printing (All pages four color)	(a) Cover Page front and back - 4 Colour Printing (b) No. of Graphs: Approx 20 no. (c) No. of Photographs: Approx 40 no. (d) No. of Tables: Approx 15 no.
8	Lamination	Cover pages 1 and 4 to be laminated
9	Material	(a) Photographs related to events would be provided by ECGC (b) Transparencies to be scanned /arranged by the Printer (c) Matter for printing (both English& 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 by ECGC.
10	For Proof Reading	Printer will have to provide drafts sufficient no of times in color in hard copy for proof reading. Before printing one final copy will be signed by both Printer and ECGC representatives.
11	Designs	15 different designs each for Page Lay out (inside), Chapter Separators and Cover Page Design
12	Freight & Forwarding	Free within Mumbai by Printer. Reimbursement of actual for supplies made outside Mumbai. (Tentative cost after taking into account all locations must be mentioned separately). Deviation of maximum 10% will be accepted. Mention whether movement will be by Air/Rail or Road.
13	Taxes and Duties	To be clearly specified by Printer
14	Work on this project will start from July 2018 onwards	

II. Annual Report-CD Form		
1	Job Description	Designing and loading of contents of AR (print version) in CD (small size disk) in PDF file Format (or any better version). This CD shall be put and packed in an aesthetically designed and printed pouch safe enough to hold CD without damaging its contents.
2	Number of CD's	300 (tolerance quantity +/- 5%)
3	Packing	Suitable packing to safeguard against transit
4	Delivery	As per Instructions
5	Freight & Forwarding	As mentioned above for Print version of AR
6	Taxes and Duties	To be clearly specified by the service provider.

III. AR for Website: Printer to provide complete AR in PDF file format for posting on website as follows:

- a) Complete AR whereby user can download complete matter.
- b) Section wise contents to be provided to post it accordingly on ECGC website.

IV. Cost and Terms of Payment

1. Kindly note that your quotation should be “per copy” basis (printed and CD form separate) and should include all charges for design, art work, type setting, scanning and providing draft Annual reports including providing suitable software in CD form, if required. Taxes and duties applicable if any should be clearly specified. Costing per copy shall be given considering that complete job including designing and printing is done by Printer
2. Kindly indicate the terms of payment.
3. Please also indicate your charges for extra sheets, if any both for Sinar Art and Maplitho pages in 4 colour printing.

Important Notes:

- a) Geographical location of printing facility, if away from designing & preparing layout location may be furnished for our information.
- b) The Tender/Quotation for the above specifications for printing of the Annual Report is to be submitted in sealed envelopes marked as “**Quote for Printing of Annual Reports for the FY 2017-18**” addressed to The Assistant General Manager (Accounts), ECGC Ltd, Nirmal Building, 5th Floor, 241/242 Backbay Reclamation, Nariman Point , Mumbai – 400 021 on or before **21.06.2018**.
- c) Incomplete Tender/Quotations submitting with vague/incomplete information will be rejected without assigning any reason and without any responsibility to inform or contact the Printer(s). No correspondence will be entertained in this regard.
- d) If we have any adverse experience earlier in our records, we have right to reject the tender.
- e) Printed AR to be provided within seven (7) days of approved draft (proof checked in all respects) duly signed by representatives of both the Printer and ECGC Limited.
- f) Printing Press/Factory inspection would be made by ECGC officials, before finalising the acceptance of tender.
