

PEC Limited

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

F-Block, 3rd Floor, Jhandewalan Flatted Factory Complex, (Near Mata Jhandewali Mandir)

Rani Jhansi Road, New Delhi-110055

JOB SPECIFICATIONS/ TERMS & CONDITIONS FOR PRINTING OF ANNUAL REPORT

Inviting Quotation

Date of opening : 21-10-2021

Job Specification	Printing of PEC LTD. Annual Report 2020-21
Quantity	1. 50 Copies in English language 2. 30 Copies in Hindi language
Size	International A4
Estimated No. of Pages (Excluding cover)	95 (+4)
Cover	4/4 Colour (front & back) 170 gsm Glossy Art Papers (Indian/Imported)
Paper Quality white	Inside Pages- 70 gsm Maplitho Paper (Indian) Black &
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
Hindi)

1. Two copies of draft annual report (English and Hindi)
2. Soft copy of Final Annual Report

Time Schedule

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 party.

As for delivery schedule, it is to be maintained as follows:

Typesetting on has to be Completed within 2-3 days and all proof reading will have to be completed within 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, to be completed within the next one week. 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

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

Job Requirement

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 inside pages layout etc. everything a comprehensive bid for this job may please be given by return e-mail/ in sealed cover in the following format along with paper samples and no extra payment will be made over and above this quote.

FORMAT FOR SUBMITTING QUOTATION

Total Cost for supply of 50 English and 30 Hindi copies with given complete designing/printing/paper.

Rs. _____

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

a. +/-4 pages in 3 color

Rs. _____

b. +/-4 pages in 4 color

c. Extra inside B/W Cost per page

Rs. _____