

**LIMITED TENDER FOR: PRINTING AND DELIVERY OF 57TH ANNUAL
REPORT 2008-2009**

TENDER TERMS AND CONDITIONS

Sealed Tenders are invited from reputed printers for printing and supply of Annual Reports for 2008-2009 as detailed below:

Tender No.

Scope of work

**CORP/COMM-106/2009
June 30th 2009**

As per Annexure

1. The offer has to be submitted in Two parts basis, one containing the Technical Bid and other containing the Financial Bid. The Technical Bid and Financial Bid should be sealed in separate envelopes.
2. Following documents must be submitted along with the Technical bid:
 - a) List of clients for whom Annual Report has been printed (mention Public Sector if any).
 - b) Copy of Annual report printed by the bidder for any reputed client during last two years.
 - c) Acceptance of Tender terms and conditions along with scope of work.
 - d) Copy of Trade Licence and VAT Registration Certificate.
 - e) Copy of PAN.
3. In the Financial Bid the rate has to be quoted as per PRICE SCHEDULE attached with the Tender Documents.
4. The Annual Report has to be delivered to the Secretarial Department of Hindustan Cables Limited within 10 days after handing over full and final materials. The lead time for translation from English to Hindi would not be more than 5 working days from the date of handing over the full and final material.
5. The Payment terms will be on 45 days credit basis after completion of delivery of all the Annual Report duly accepted by Secretarial Department of Hindustan Cables Limited as per the order. The number of pages mentioned in the price schedule annexed herewith is on approximate basis. However the payment would be made on actual printed page on pro rata basis.

6. The validity of the offer should be up to 31.07.2009.
7. Both the sealed envelop, namely TECHNICAL BID and FINANCIAL BID should be kept in a separate envelop marked as **“Quotation for Annual Report – 2008 –2009”** and addressed to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020.**
8. Last date and time for submission of offer is up to **5:30 P.M on 11.07.2009.**
9. The bidder may collect samples of Annual Report from Commercial Department of Hindustan Cables Limited within 09.07.2009 on returnable basis.
10. Financial Bid will be opened only if the Technical Bid is accepted by HCL.
11. Offers received over Fax/E-Mail will not be considered.
12. Company reserves the right to accept or reject the Tender either in full or part without assigning any reasons thereof.

DEPUTY MANAGER(COMMERCIAL)

SCOPE OF THE WORK

1. CONSOLIDATED REPORT AND ACCOUNTS OF THE COMPANY IN ENGLISH

200 Books	Each 58 Pages
Printing & Text	In English
	8 Pages -In 4 Colours
	AND
	50 Pages -In 2 Colours
Inside Pages	2 Pages on 90 GSM ART PAPER
	AND
	56 Pages on 80 GSM MAPLITHO PAPER.
Outside Cover	Plastic Laminated on 135 GSM ART PAPER in 4 Colours.

2. CONSOLIDATED REPORT AND ACCOUNTS OF THE COMPANY IN HINDI AND ENGLISH COMBINED

125 Books	Each 116 Pages (58 Pages in ENGLISH and 58 Pages in HINDI)
Printing of Text	Each for ENGLISH & HINDI as Shown in 1
Inside Pages	Each for ENGLISH & HINDI as shown in 1
Outside Cover	As shown in 1

3. **CONSOLIDATED REPORT AND ACCOUNTS OF THE COMPANY INCLUDING UNITS IN ENGLISH**

100 Books	Each 132 Pages (58 Pages for Consolidated Report and 74 Pages for Units)
Printing of Text	In English For Consolidated Report As shown in 1 For Unit Accounts 74 Pages in one Colour.
Inside Page	For Consolidated Report As shown in 1 For Units Accounts 80 GSM on MAPLITHO PAPER
Outside Cover	As shown in 1

THE ART PAPER QUALITY WOULD BE OF SINERMAS OR EQUIVALENT .

PLEASE ATTACH PAPER SAMPLE ALONG WITH YOUR QUOTATION .

The Printing will have to be done in Off SET Process basis.

The bidder may note that the Scope of Work includes DTP, allied art work, scanning of photographs, preparation of graphs, translation from English to Hindi etc., as may be observed from the samples of Annual Reports. The delivery would be at Corporate Office.

PRICE SCHEDULE

NOTICE INVITING TENDER NO. CORP/COMM-106/2009 dated 30.06.2009

Sl. No.	Item	Amount(in Rs.)
1.	Printing and delivery of Consolidated Report and Accounts of the Company in ENGLISH	
	200 Books – Each 58 pages	
	Printing of Text	In ENGLISH
		8 Pages – In 4 Colours
		50 Pages – In 2 Colours
	Inside Pages	2 Pages on 90 GSM Art Paper & 56 pages on 80 GSM Maplitho Paper
	Outside Cover	Plastic Laminated on 135 GSM Art Paper in 4 colours
2.	Printing & Delivery of Consolidated report and Accounts of the Company in ENGLISH & HINDI combined	
	125 Books – Each 116 pages	(58 pages in ENGLISH & 58 pages in HINDI)
	Printing of Text	Each for ENGLISH & HINDI as shown in 1
	Inside Pages	Each for ENGLISH & HINDI as shown in 1
	Outside Cover	As shown in 1
3.	Printing & Delivery of Consolidated Report and Accounts of the Company including Units in ENGLISH	
	100 Books – Each 132 pages	(58 pages for Consolidated Report & 74 pages for Units)
	Printing of Text	In ENGLISH
		For Consolidated Report as shown in 1
		For Unit Accounts 74 pages in one colour
	Inside Pages	For Consolidated Report as shown in 1
		For Units Accounts 80 GSM on Maplitho Paper
	Outside Cover	As shown in 1
4.	“With Best Compliment From” card to be affixed in each Annual Report Quantity – 425 books	
5.	Fixed charges towards Art Work/Binding etc.	
6.	Translation charges from English to Hindi for 58 pages	
7.	Sub TOTAL (In Rs.) (1 + 2 + 3 + 4 + 5 + 6):-	
8.	Amount for Value Added Tax with VAT Registration No.	
9.	Delivery Charges to Corporate Office	
10.	GRAND TOTAL (In Rs.) including Tax & Duties (7 + 8 + 9):-	
11.	Delivery Terms	
12.	Payment Terms	

