

**LIMITED TENDER ENQUIRY FOR PRINTING AND DELIVERY OF
62ND ANNUAL REPORT OF THE COMPANY FOR THE 2013-2014**

TENDER TERMS AND CONDITIONS

Sealed Tenders are invited from reputed bidders having the expertise in printing of Annual Reports for reputed organisations.

Tender No.

Scope of work

COPR/COMM-106/2014/907
August 12, 2014

As per Annexure

1. The offer has to be submitted along with following documents:-
 - List of clients for whom Annual Report has been printed.
 - Copy of Annual Reports printed by the bidder for reputed clients during last two years.
 - VAT & PAN no. of the bidder.
 - Acceptance of Tender Terms and Conditions along with Scope of work.
 - Whiteness of the Maplitho / Art Paper equivalent to Sinermas are to be submitted as sample along with your offer.
 - Rate has to be indicated as per Price Schedule attached with the Tender documents.
2. The Annual Report has to be delivered to the Secretarial Department of the Company within 10 days after handing over full and final materials. The lead time for translation from English to Hindi would be within three working days from the date of handing over the relevant documents. A Penalty @1% per week will be imposed subject to maximum 10% on the entire job awarded in case of delay in delivery of printed books.
3. Bulk printing has to be carried out after approval of the matters by the Secretarial Department.

4. The Payment will be made on 45 days credit basis after delivery of full consignment duly accepted by Secretarial Department of the Company. The number of pages mentioned in the Price Schedule annexed hereto is on approximate basis. However the payment would be made on actual printed page basis on proportional to average rate.
5. The validity of the offer should be minimum up to 30.09.2014.
6. The sealed envelope should be marked as “Quotation for Annual Report – 2013-2014” and addressed to The Manager (Commercial), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020.
7. The last date and time for submission of offer is up to 5.30 P.M. on 25.08.2014.
8. The bidders may submit their bids through Company’s website www.hindcables.gov.in.
9. The bidders may collect samples of Annual Report from Commercial Department of Hindustan Cables Limited within 21.08.2014 on returnable basis.
10. Offers received over Fax/E-Mail will not be considered.
11. 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 WORK

1. CONSOLIDATED REPORT AND ACCOUNTS OF THE COMPANY IN ENGLISH

75 Books Each 62 pages

Printing of Text English
7 Pages – In 4 Colours

AND

55 Pages – In 2 Colours

Inside Pages 2 Pages on 90 GSM ART PAPER

AND

60 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 124 Pages (62 Pages in English and 62 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 142 pages (62 pages for Consolidated Report and 80 pages for Units In English
Printing of Text	For Consolidated Report As shown in 1 For Unit Accounts 80 Pages in one Colour
Inside Pages	For Consolidated Report As shown in 1 For Unit Accounts 80 GSM on MAPLITHO PAPER
Outside Cover	As shown in 1.

THE ART PAPER QUALITY WOULD BE OF SINERMAS OR EQUIVALENT

PLEASE ATTACH SAMPLE OF PAPER ALONG WITH YOUR QUOTATION.

The Printing will have to be done in OFF SET Process basis. There should not be any PRINTING SEE THROUGH.

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.

LIST OF PARTIES TO WHOM TENDER DOCUMENTS WOULD BE SENT

- M/s. REPRO DIGITAL PVT. LTD.
192B, S. P. Mukherjee Road, 1st Floor
Kolkata – 700 026
M - 9831060459 (Mr. Hemant Pathak)

- M/s. TYPHOGRAPHIA
3 Bow Street,
Kolkata – 700 012
Ph. 40037687, 32950102, 9830105753 (Mr. Subhankar Bhaduri)

- M/s. PROGRESSIVE PUBLICITY
Ph. 2440 7382 (Mr. Makhan Chakraborty)

- M/s. Indian Press Pvt. Ltd.
93A, Lenin Sarani
Kolkata – 700 013
M – 9830519908 (Mr. Goopal Mukherjee)

PRICE SCHEDULE

NOTICE INVITING TENDER NO. CORP/COMM-106/2014/907 dated 12.08.2014

Sl. No.	<u>Item</u>	Amount (in ₹)
1.	Printing and delivery of Consolidated Report and Accounts of the Company in ENGLISH	
	75 Books – Each 62 pages	
	Printing of Text	In ENGLISH
		7 Pages – In 4 Colours
		55 Pages – In 2 Colours
	Inside Pages	2 Pages on 90 GSM Art Paper & 60 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 124 pages	(62 pages in ENGLISH & 62 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 142 pages	(62 pages for Consolidated Report & 80 pages for Units)
	Printing of Text	In ENGLISH
		For Consolidated Report as shown in 1
		For Unit Accounts 80 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 – 300 books	
5.	Fixed charges towards Art Work/Binding etc.	
6.	Translation charges from English to Hindi for 62 pages	
7.	Sub TOTAL (In ₹) (1 + 2 + 3 + 4 + 5 + 6):-	
8.	Amount for Value Added Tax with Rate of VAT & Registration No.	
9.	Delivery Charges to Corporate Office	
10.	GRAND TOTAL (In ₹) including Tax & Duties (7 + 8 + 9):-	
11.	Delivery Terms	

12.	Payment Terms	
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