

**LIMITED TENDER ENQUIRY FOR PRINTING AND DELIVERY OF  
64<sup>TH</sup> ANNUAL REPORT OF THE COMPANY FOR 2015-2016**

**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-106/2016/861  
August 05, 2016

As per Annexure

1. The offer has to be submitted along with following documents:-
  - a) List of clients for whom Annual Report has been printed.
  - b) Copy of Annual Reports printed by the bidder for reputed clients during last three years.
  - c) VAT & PAN no. of the bidder.
  - d) Acceptance of Tender Terms and Conditions along with Scope of work.
  - e) Whiteness of the Maplitho / Art Paper equivalent to Sinermas are to be submitted as sample along with your offer.
  - f) Rate has to be indicated as per Price Schedule attached with the Tender documents.
2. Delivery Schedule:-
  - The Annual Report has to be delivered to Secretarial Department of the Company within 10 days after handing over full and final materials.
  - The total no. of pages in Hindi will be around 74 pages. So phase wise translation from English to Hindi will be made and 10 - 15 no. of pages per phase will be handed over to the vendor for translation from English to Hindi.

- Translation from English to Hindi, composing and handing over of 10 - 15 corrected pages will be made within 7 days.
  - The full consignment i.e. 300 books will be printed and delivered to Secretarial Department within 10 days after handing over all the printing matters.
  - The bulk printing has to be carried out after approval of printing matters by Secretarial Department.
  - 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. 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.
  4. The validity of the offer should be minimum up to 30.09.2016.
  5. The sealed envelope should be marked as “**Quotation for Annual Report – 2015-2016**” and addressed to The Manager M(TKP, MKT & MTW), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020.
  6. The last date and time for submission of offer is up to 5.30 P.M. on 17.08.2016.
  7. The bidders may submit their bids against Company’s website [www.hindcables.gov.in](http://www.hindcables.gov.in). However prior to submission of bids against website, the bidders should go through the last sample of Annual Report from the Commercial Department of Hindustan Cables Ltd., 9 Elgin Road, Kolkata – 700 020
  8. The sample of last Annual Report may be collected within 11.08.2016 on returnable basis.
  9. Offers received over Fax/E-Mail will not be considered.
  10. 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**

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75 Books	Each 74 pages
Printing of Text	English 6 Pages – In 4 Colours
	AND
	68 Pages – In 2 Colours
Inside Pages	2 Pages on 90 GSM ART PAPER
	AND
	72 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**

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125 Books	Each 148 Pages (74 Pages in English and 74 Pages in HINDI)
Printing of Text	Each for ENGLISH & HINDI as shown in 1
Inside Pages	Each for ENGLISH & HINDI as shown in 1

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

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100 Books	Each 154 pages (74 pages for Consolidated Report and 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 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.

**PRICE SCHEDULE**

**NOTICE INVITING TENDER NO. CORP/COMM-106/2016/861 dated 05.08.2016**

Sl. No.	<u>Item</u>	Total Amount (in ₹)
1.	Printing and delivery of Consolidated Report and Accounts of the Company in ENGLISH	
	75 Books – Each 74 pages	
	Printing of Text	In ENGLISH
		6 Pages – In 4 Colours
		68 Pages – In 2 Colours
	Inside Pages	2 Pages on 90 GSM Art Paper & 72 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 148 pages	(74 pages in ENGLISH & 74 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 154 pages	(74 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 74 pages	
7.	Sub TOTAL (In ₹) (1 + 2 + 3 + 4 + 5 + 6):-	
8.	Delivery Charges to Corporate Office	
9.	Sub TOTAL (In ₹) + 8	
10.	Rate of VAT (Regd. No.) on Rs.	
11.	Others (If any)	
12.	GRAND TOTAL (In ₹) including Tax & Duties (9 +10 + 11):-	
13.	Delivery & Payment Terms	