

**LIMITED TENDER ENQUIRY FOR PRINTING AND DELIVERY OF
61st ANNUAL REPORT OF THE COMPANY FOR 2012-2013**

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

**CORP/COMM-106/2013
June 14, 2013**

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 two years.
 - c) VAT & PAN no. to be indicated.
 - 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. 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.
3. Bulk printing is to be carried out after approval of the matters by the Secretarial Department.

4. The Payment terms will be on 45 days credit basis after delivery of full consignments 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 31.07.2013.
6. The sealed envelop should be marked as **“Quotation for Annual Report – 2012 – 2013”** and addressed to **The Manager (F & C), 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 28.06.2013.**
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 26.06.2013 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 60 Pages
Printing & Text	In English
	7 Pages - In 4 Colours
	AND
	53 Pages - In 2 Colours
Inside Pages	2 Pages on 90 GSM ART PAPER
	AND
	58 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 120 Pages (60 Pages in ENGLISH and 60 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 139 Pages (60 Pages for Consolidated Report and 79 Pages for Units)
Printing of Text	In English For Consolidated Report As shown in 1 For Unit Accounts 79 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 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-106/2013 dated 14.06.2013

Sl. No.	Item	Amount (in ₹)
1.	Printing and delivery of Consolidated Report and Accounts of the Company in ENGLISH	
	75 Books – Each 60 pages	
	Printing of Text	In ENGLISH
		7 Pages – In 4 Colours
		53 Pages – In 2 Colours
	Inside Pages	2 Pages on 90 GSM Art Paper & 58 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 120 pages	(60 pages in ENGLISH & 60 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 139 pages	(60 pages for Consolidated Report & 79 pages for Units)
	Printing of Text	In ENGLISH
		For Consolidated Report as shown in 1
		For Unit Accounts 79 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 60 pages	
7.	Sub TOTAL (In ₹) (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 ₹) including Tax & Duties (7 + 8 + 9):-	
11.	Delivery Terms	
12.	Payment Terms	

