Quotation for printing of Annual Report of MPEDA for the year 2018-19

Sealed competitive quotations are invited from reputed printers in the enclosed format for printing and supply of 250 copies of Annual Report of MPEDA for the year 2018-19 in bilingual (English and Hindi). The matter for printing (Hindi & English) will be provided in soft copy which is about 250 pages. The printing material in Hindi will be provided in Unicode Mangal font. Any conversion of the font shall be the responsibility of the Printer.

Sealed envelope containing the quotation and samples super-scribed "Quotation for Printing of Annual Report of MPEDA for the year 2018-19" along with filled proforma and EMD of Rs. 5000/- by DD drawn in favour of Secretary, MPEDA should reach the undersigned on the following address on or before 02nd August, 2019 by 3.00 PM. Quotation with earnest money in any other form or those not accompanied with earnest money will be summarily rejected.

Secretary
MPEDA,
MPEDA House,
Panampilly Nagar,
Kochi- 36

Quotations in the prescribed format only will be considered. The rate for individual items should be quoted against appropriate column. While quoting the rate for paper, samples should be enclosed. Separate rate is to be quoted for composing and printing as well as printing alone. The specifications and other particulars are given in the format enclosed. The quotation should be valid for a minimum period of 4 months.

MPEDA will have the right to accept or reject the quotations without assigning any reason, thereof.

Yours faithfully,

SECRETARY

Encl: a/a.
QUOTATION FOR PRINTING ANNUAL REPORT 2018-19

SPECIFICATIONS

1. Size of the Annual Report : 28 cm X 21 cm
2. Paper quality (inside pages) : 130 GSM Art paper for printing
3. Paper quality cover page : Foreign art card – 210 GSM.
4. Colour Option - Cover page : 4 colours
5. Colour Option – Inside pages : 4 colours – Photos / Chart
6. Colour Option – Inside pages : 2 colours
7. No. of copies : 250 Nos.
8. Approximate no. of pages excluding cover : 250 pages
9. Language : Bilingual - Hindi (Unicode Mangal font) & English

ITEM-WISE RATE TO BE QUOTED

1. Paper cost inside pages - 130 GSM Art paper for multi colour per form of 4 pages : ₹
2. Paper cost cover page for 250 copies - 210 GSM Foreign art card : ₹
3. Composing and printing per form of 4 pages (2 colours) : ₹
4. Composing and printing per form of 4 pages (4 colours) : ₹
5. Printing alone when CD is given per form of 4 pages (2 colours) : ₹
6. Printing alone when CD is given per form of 4 pages (4 colours) : ₹
7. Cover page printing in 4 colours : ₹
8. Photo scanning charge for cover page per sq. cm in multi colour with super imposing and tint mixing (Book size 28 cm x 21 cm) : ₹
9. Scanning charges per photo (4 colour minimum size) for Incorporating in inner text. : ₹
10. Rate for composing graph/charts (colour print), if any, per chart. : ₹
11. Cover Page lamination for 250 copies : ₹
12. Binding charge for 250 copies (perfect binding). : ₹
PROFORMA

1. Name of the Printer/ Firm:

2. Address:

3. GSTIN:

4. Telephone No:

5. Amount of DD: Rs. 5000/- (Rupees Five thousand only)
   (If exempted, details with supporting document)

6. Draft No. and the bank on which drawn:

7. Experience in printing Annual Report of Govt. Departments:
   (Please furnish work order received in the last two years)

8. I/ We hereby declare and affirm that I/We have read and understood the terms and
   conditions/ Specification of the Quotation as stipulated in the Quotation notice COORD-
   RPRT/AR/1/2019-COORD dated 18.07.2019 and undertake to abide by them.

   Signature & Seal

   Place:

   Date: