SPECIFICATION

Printing and Supply of NCSM Activity Report & Annual Report 2017-18

1. Quantity Activity Report - 1500 nos. Annual Report - 175 nos. 2. Size 8.5" x 11" (21.5 cm x 28 cm finished size) Printing process 4. Printing Activity Report- No. of Pages: 104 pages, 4 colour throughout (to be printed on Gloss art or Maplitho Paper) Annual Report- No. of Pages: 224 pages - 4 colour throughout (to be printed on Gloss art or Maplitho Paper) 5. Paper Inside Pages: Gloss art (100 GSM) or Maplitho (100 GSM) (one of the paper would be used but rate to be quoted separately for both type of papers). Cover: Lumi/Nevea Mat Art Board (300 GSM) with Mat lamination on cover 6. Binding Processing Processing Processing Processing Processing 7. Artwork and Processing Processin	Sl. No.	Item	Remarks
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Note: NCSM intends to publish Activity Report 2017-18 (1500 no.) & Annual Report 2017-18 (175 no.). The number of pages in Activity Report is expected to be 104 and in Annual Report, it is expected to be around 224 out of which 103 pages would be same as in Activity Report. As the content of first 103 pages of the Annual Report is same as of the Activity Report, the printer may print 175 no. quantity of first 103 pages for the Annual Report along with the printing of Activity Report. *Only the first page of Annual Report and cover of Annual Report will be changed*. The cover design/fabrication of Annual Report shall be same as of Activity Report but with the name of Annual Report. At least 2 bookmarks will have to be placed in the Annual Report.

Specification & Terms and Conditions for the Printers

- 1. Printer should have a full-fledged DTP unit with skilled manpower for doing necessary modification, correction (both in English and Hindi), colour correction of pictures etc.
- 2. Printer must have its own 4 colour Printing Press with complete binding & fabrication set up. Job will be awarded only after due inspection of infrastructure.
- 3. Printer should be a registered firm/entity at least from last 10 years. (Please enclose supporting document)
- 4. Printer should have a valid GSTIN. (Copy of GSTIN to be enclosed)
- 5. Printer should submit copy of PAN and IT return for last financial Year.
- 6. Complete calibrated colour digital proof must be got approved by the competent authority of the council before printing.
- 7. Signed and Sealed Sample of A4 size minimum Paper as per specifications to be sent separately before opening of price bid.
- 8. There might be additional fabrication in Cover of the report.
- 9. Rates are to be quoted as per attached proforma Annexure-E(BOQ) showing applicable GST rate, HSN/SAC Code and GST amount separately.
- 10. Delivery time line from the date of approval to be strictly maintained.
- 11. NCSM reserves the right to award/cancel the work and no communication in this regard shall be entertained. Decision of NCSM in this regard shall be final and binding.

Note: Agencies/Firms are advised to contact PRO, NCSM for any clarification regarding fabrication of Cover & any printing related queries before quoting the rate.