

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

| Sl. No. | Item | Remarks |
|----------------|---|--|
| 1. | Quantity | Activity Report - 1500 nos. Annual Report - 175 nos. |
| 2. | Size | 8.5'' x 11'' (21.5 cm x 28 cm finished size) |
| 3. | Printing process | Photo-offset |
| 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 | Section Sewing & Perfect Binding with Cover |
| 7. | Artwork and Processing | NCSM will provide complete Artwork in CD with text & photographs. All photos (approx 300 nos.) are to be individually corrected by the agency for best reproduction. Complete colour printouts will also be provided from NCSM for reference. The agency shall have to correct Hindi & English text, if necessary. The agency will have to design the accounts portion of the Annual Report. NCSM will provide the accounts data in word file. Approximate no. of accounts page would be 120. |
| 8. | Cover Printing & Additional Fabrication | Cover size will be 17.25'' x 11'' (including spine) Cover Printing: Front side 4 colour throughout for both Activity Report & Annual Report. 175 nos. separate Cover for Annual Report have to be printed. The spine thickness of the cover of Annual Report would be roughly double the thickness of Activity Report Cover) There may be fabrication at the inside/front of cover and the actual Design & Fabrication of additional cover will be supplied at a later stage. The printer will have to do the fabrication work. |
| 9. | Proofing | Same size digital proof (offset-print calibrated) to be approved by NCSM before final printing in two stages incorporating corrections as marked by NCSM officials. |
| 10. | Delivery | (a) Complete same size 1 st colour digital proof must be submitted at NCSM office within 7 days from the date of receipt of order & materials. (b) Complete & finished materials must reach this office within 10 days from final approval of print order. |
| 11. | Matching envelope | 1500 nos. matching envelopes (90 GSM good quality paper) with one colour printing on one side only for Activity Report |
| 12. | Rate for Additional 4 pages | Rate for ±4 pages to be submitted along with the quotation. |
| 13. | Time Schedule | Activity Report: by the first/second week of July 2018 Annual Report: by 10 th - 15 th November 2018 |

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.