

Apparel Export Promotion Council
Head-Office -Gurgaon

ENQUIRY NO: - 040418

NO.AEPC/HO/ADMN/2018

DATE 04.04.2018

Dear Madam/ Sir,

Sealed quotations are invited from Offset Printers / Digital located in Delhi & NCR for quality printing of following items:-

S.N	Description	Quantity required	Rate in Rs. For each	Total amount Rs.
1.	<p>Certificate of origin</p> <ul style="list-style-type: none"> ➤ Certificate should be in Duplicate copy on 80/60gsm paper ➤ Paper Size 9x12x2 ➤ Running sl. Number required on each CO (as per sample) ➤ Carbon paper in between the copies and holes on both side ➤ colour of printing as per sample ➤ Packing of certificate in 500 no per bundle with plastic Patti ➤ Serial no will be mentioned on the bottom right side at the co (serial no will be informed later on <p>Note:- Before final printing the sample should be shown for confirmation</p>	100000		
2	<p><u>Printing of Circular</u></p> <p>A. Back to back printing (printing pages may be 6-7)</p> <p>B paper A 4 size. 80GSM black& white printing</p> <p>”</p>	8800		
3	<p>Self Addressed with window envelopes</p> <ul style="list-style-type: none"> ➤ Self addressed window envelopes 90GSM as per sample, size 10”x4” 	40000		
4	<p><u>Letter Heads normal</u></p> <ul style="list-style-type: none"> ➤ Size : A-4 ➤ GSM : 90 GSM, TA Maplitho ➤ Colour : (Black & blue) 	10000		
5	<p><u>Letter Heads with executive bond paper</u></p> <ul style="list-style-type: none"> ➤ Size : A-4 ➤ GSM : Bond paper ➤ Colour : (Black & blue) 	4000		

06	Visiting cards Normal cards with two colour	min 200		
08	<u>Printing of Registers</u> Size A4 Paper 60gsm art paper colour single cover page coloured No of pages 200 (counting back to back i.e.100x2 qty to print for job1 30 (Dak register) qty to print for Job 2 10 (Co register) sample is attached	30 10		
9	<u>Chairman Speech</u> qty 200 No of pages 15 to 17 page can be increase or decrease therefore quote the rate extra page / less pages Furnished size 215mm (W) x 260 (H) or as per sample paper quality 300GSM glossary or as per sample colour: four colour printing on both side folded paper centre stapled as per sample process of production offset lamination: cover lamination	200		
10	<u>File cover</u> file cover 10.75 X 14.5 on 500GSM file board paper with tag along with four whole with printing Qty: kindly quote for 10000 Pcs & also for 15000 Pcs Finished Size: 10.75 x 14.5 Paper Quality : 500 GSM file on board paper Colour: Single colour may be brown may Be Red or green	10000 15000 500		
11	<u>Memorandum of Article:-</u> qty 500 furnished size: as per sample 7.1 (W) x 9.4 (h) paper :38+ cover paper quality: 220 GSM glossary sheet for cover and inner 140 white paper with black printing colour : two color			
12	<u>Parking slip</u> Size : 4"x10" in three equal brackets with dots in between, 55GSM, 100 leaf per book Numbering should start from sl no. 1 Car slip- White colour Two wheeler- Red colour Bus - Blue colour	200 100 50		

<p>13</p>	<p>Fair Catalogues Size - 140 MM(W) X 190 MM(H) Printing - 4 +4 colour Paper - 170 GSM (Inner) Cover Page - 300GSM Binding - Centre Stitch process : offset printing Lamination : Cover page & back page Matt paper lamination req.</p> <p>12page+ 2 cover pages, 14+cover, 16+ cover, 18 +cover. 24+ cover 32 + Cover page, 40 + Cover page, 52 + Cover & 72 page +cover page Charges of additional leaf of 4 pages_____</p> <p>quote should be given for fair catalogues as under Fair catalogues (for 100 qty) for 200 for 300 for 400 500.</p> <p>For 100 qty</p> <table border="0"> <thead> <tr> <th>Page qty</th> <th>rate</th> <th>taxes</th> <th>total</th> </tr> </thead> <tbody> <tr><td>12 + cover</td><td></td><td></td><td></td></tr> <tr><td>14+ cover</td><td></td><td></td><td></td></tr> <tr><td>16+ cover</td><td></td><td></td><td></td></tr> <tr><td>18+ cover</td><td></td><td></td><td></td></tr> <tr><td>24 + cover</td><td></td><td></td><td></td></tr> <tr><td>32+ cover</td><td></td><td></td><td></td></tr> <tr><td>40+ cover</td><td></td><td></td><td></td></tr> <tr><td>52+ cover</td><td></td><td></td><td></td></tr> <tr><td>72+ cover</td><td></td><td></td><td></td></tr> </tbody> </table> <p>for 200 qty</p> <p>12 + cover 14+ cover 16+ cover 18+ cover 24 + cover 32+ cover 40+ cover 52+ cover 72+ cover</p> <p>same for 300 qty 400 qty & 500 qty</p>	Page qty	rate	taxes	total	12 + cover				14+ cover				16+ cover				18+ cover				24 + cover				32+ cover				40+ cover				52+ cover				72+ cover				<p>Lot may be in 100, 200, 300, 400, & 500nos (Specify lot-wise rate) against each pages</p>		
Page qty	rate	taxes	total																																									
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<p>14</p>	<p>AEPC theme Brochure qty 200 Size ready size 11.693" inch (w) x 4.134" inch (h) finish size printing: offset printing / Digital print Colour: Four colour Paper to be used : 200 GSM Art Card paper with matt lamination processing: four colours best quality positives and plates will be prepared by the printer at their cost. All other related processes for the printing of job will be done/executed by the printers at their cost. fabrication : fabrication will be done as per our layout/esign Die making cutting and fabrication will be done by the printers</p>	<p>200</p>																																										

Printing of Directory / Annual report etc

15	Description	Annual Report 18-19 in English	Envelopes brown	Annual report in Hindi with translation from eng to hindi
	Type of product	Book	General	Book
	Quantity Pcs.	2000	1000	100
	No. of Pages	Cover page: 4 pages in four colours Text : 76 pages in four colours (proxy form to be serial number)	single	Cover page: 2 in colour Text : 92 pages (text matter) black & white
	extra page	inner page may increased therefore pls quote the rate extra pages also		inner page may increased therefore pls quote the rate extra pages also
	Finished Size	(30 x 21cm) as per specimen copy	12' x 10'	(30 x 21cm) as per specimen copy
	Paper Quality	Cover page: Indian / imported Art card 220 GSM (quote separately for Indian and imported) Inner pages : Indian / imported Art card 130 GSM (quote separately for Indian and imported)	as per sample	Cover page: Indian / imported Art card 220 GSM (quote separately for Indian and imported) Inner pages : Indian 100 gsm with black & white printing
	Colour	4 colour	Brown with single colour printing	Cover page in colour as per specimen copy
	Process of Production	Offset	Off set	Offset
	Type of stitching	Centre stitch		Centre stitch
	Lamination Required	Cover Lamination	No	Cover Lamination

The terms & conditions shall be as under:-

Terms and Conditions

1. Kindly send your quotation in a sealed cover subscribing the enquiry no 030418 on the top of the envelope addressed to MR. P.S.N Murty, Asst. Director(Administration), Apparel Export Promotion Council, Apparel House, Institutional Area, Sector-44 Gurgoan.
2. The specimen/original samples can be collected/seen at our office, Apparel Export Promotion Council, Apparel House, Institutional Area, Sector-44 Gurgoan, during office hours on all working days between 10.00 AM to 5.30 PM and may be contacted Mr. Yogesh Ahuja Asst (Admn) on his mobile no 9990007599 or 0124-2708151

3. The rates should include cost of good quality paper and quoted rate should be exclusive of GST as per the enclosed specifications as per attached file including delivery of the above items at Head Office located at Apparel House sec-44 Gurgaon..
4. No quotation shall be accepted after the stipulated time for submission latest by last dated i.e.9.4.18 at 5.45 pm.
5. The work would be assigned to the agency/ ies which quotes lowest rate for each of the item, without any dilution of the specification of the jobs as at attached file.
6. Agency has to mandatorily submit an Earnest Money of Rs. 10,000/- (Rupee Ten Thousand only) in the form of Bank Draft only in favour of the Apparel Export Promotion Council along with the quotations, failing which it shall be treated as invalid and summarily rejected.
7. PAN Number/ GST No of the firm/company must be mentioned and also copy must be attached.
8. The Printer must have sufficient Infrastructure for Providing Printing Services and Outsourcing is not permissible.
9. The printing matter shall be provided by AEPC and the bidder shall be obliged to send the sample before final printing for the purpose of proof checking.
10. If the work is not started from the scheduled date the said work order shall stand automatically cancelled and Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) forfeited, without giving any further notice in this regard.
11. AEPC reserves the right to reject or accept any or all application(s) without assigning any reason(s).
12. AEPC has the right to accept any quotations in whole or part or reject it entirely without assigning any reason thereof.
13. In case of any disputes whatsoever, the AEPC shall be the arbitrator and his decision shall be final and binding
14. In case of delayed/defective delivery, appropriate penalty shall be imposed as per the decision of AEPC.
15. Payment shall be made only after the completion of satisfactory work. TDS shall be deducted as per rules.

Veena Merchant
GM (Admn)