

By Speed Post

No. CAPART/A.R. 2007-08/Pub.

July 19, 2010

To,

All empanelled printers of CAPART (list attached)

Sir/Madam,

CAPART invites the sealed quotations to print its **Annual Report** for the year of **2009-10** in English and Hindi version as per the following specifications:

Specifications:

A. Printing

1. No. of copies - 1000 (500 in Hindi & 500 in English)
2. No. of pages - Text – 180, Cover – 04
3. Size - 8.5" x 11"
4. Colour - 4 + 4
5. Photographs & illustrations - approx. 80 - 90
6. Charts - approx. 15 - 20
7. Paper - Text – 130 gsm. Imported Art Paper Matt
Cover – Imported Art Card (300 gsm.) Matt
8. Lamination of Cover pages (matt)
9. Perfect Binding

B. Preparation of Annual Report

- i) Including all editorial work like composing, compiling, copywriting, proof reading, editing etc.
- ii) Design work – (i) Cover – front and back pages (ii) Text pages, scanning of photographs and generation of charts and illustrations.
- iii) Translation in Hindi/English.

Total Cost for A + B = Rs...

C. Rates for ± 4 pages including paper cost etc. Rs...

(In case if the number of pages increases or decreases)

(Taxes would be extra as per Govt. norms)

You are requested to submit **total cost** for **A+B** above and also **rates for ± 4 pages** excluding taxes. **The quotation should be submitted on 03 August, 2010 by 2:00 p.m. in a sealed envelop** and placed in the tender box located at Facilitation Centre of CAPART, Zone-5A (Core-C), 2nd Floor, India Habitat Centre, New Delhi – 110 003.

contd...

Terms and conditions:

1. You will have to submit a colour dummy 2-3 times to CAPART before printing to check the setting of photographs, designs etc. and no extra payment will be made for preparing the dummies.
2. There is a possibility that at every stage minor changes modifications might be made in the document. The printer will incorporate these modifications as and when required and strictly follow the delivery schedule.
3. You will be required to format the text pages and prepare page layouts with screens in consultation with CAPART. You will have to pay attention to every detail regarding page formatting, page layouts and designing of the documents and is expected to maintain very high quality of work vis-a-vis designing and printing. The final printing will be done only after the page layouts and design have been approved by CAPART.
4. As this is a prestigious job and has as wide circulation, it is hoped that the printer would be more cautious in producing the Annual Report in the required form as one of the best. CAPART reserves the right to remove the firm from the panel on found that the quality of papers and other specifications are not as per above mentioned specifications.
5. You will have to submit the soft copy of the Annual Report in PDF format both for English and Hindi.
6. If the number of pages increases or decreases the payment of extra or less pages will be made accordingly to the rates of ± 4 pages.
7. Taxes would be extra as per Govt. norms and TDS will be deducted as applicable from time to time.

(Dr. Arun Sud)
Director (Media)

**List of 09 empanelled Printers for printing works in CAPART
valid from the period 1st August, 2009 to 31st July, 2011.**

1.	M/s. Macro Graphics Pvt. Ltd. A-36, Chitranjan Park New Delhi - 110 019
2.	M/s. Essence Advertising Services 45, 1 st Floor, Corner Market Malviya Nagar (Above Gautam Bajaj) New Delhi - 110 017
3.	M/s. Current Advertising Pvt. Ltd. 25, Rani Jhansi Road (Post Box No. 5769) New Delhi - 110 055
4.	M/s. International Print-O-Pac Ltd. C4-C11, Hosiery Complex, Phase-II, Extn. NOIDA - 201 305
5.	M/s. Sita Fine Arts Pvt. Ltd. A-22, Naraina Industrial Area, Phase-2 New Delhi - 110 028
6.	M/s. India Offset Press A-1, Mayapuri Industrial Area, Phase-1 New Delhi - 110 064
7.	M/s. Image Print N-78, Kirti Nagar New Delhi - 110 015
8.	M/s. Fountainhead Solutions Pvt. Ltd. I-848 B, 1 st Floor Palam Vihar, Gurgaon - 122 017
9.	M/s. New United Process A-26, Naraina Industrial Area, Phase-2 Near Bentex New Delhi - 110 028