



TECHNOLOGY INFORMATION, FORECASTING & ASSESSMENT COUNCIL

(An Autonomous body under Dept. Science and Technology, Govt. of India)

5th Floor, AI Block-II, Technology Bhavan

New Mehrauli Road, New Delhi – 110016

Request for Quotation for Designing, Scanning, Printing & Binding of TIFAC Annual Report 2022-23 (Both in English and Hindi Versions)

TIFAC invites sealed quotations for publishing its Annual Report 2022-23 in both English and Hindi versions. The broad scope of work is as below:

- Designing, page setting, printing and binding of 100 copies in English and 50 copies in Hindi
- The Audited Statement of Accounts in English & Hindi to be formatted with bigger font size and also to fit in the document keeping in mind the sufficient binding area
- The Audited Statement of Accounts of English & Hindi after page settings to be provided for proof reading and signature of TIFAC Auditors
- After obtaining signatures of Auditors, Annual Statement of English and Hindi will have to be scanned and included in the report

Designing, Printing & Binding of Document :

- 1) **Name of the Document** : TIFAC Annual Report (2022-23)
- 2) **Number of Pages** (Approx.) : **English** (4 cover + 65 inner pages in MS-Word + Statement of Accounts 40 pages in MS-Word and MS-Excel.);
Hindi (4 Cover + 95 inner pages in MS-Word + Statement of Accounts 40 pages in MS-Word and MS-Excel.)
- 3) **Final Document Size** : A4
- 4) **Nature of Printing** : Offset colour printing
- 5) **Colour** : 4+4 Colour ;
- 6) **Quantity** : English (100 Nos.) and Hindi (50 Nos.)
- 7) **Paper** : Cover : 300 GSM Indian Art Card; Inside Pages: 130 GSM Indian Art Paper
- 8) **Binding** : Perfect with outer Cover Matt Laminated
- 9) **Proof Reading Drafts** : Required (2-3 times)
- 10) **Photographs** : Will be provided by TIFAC
- 11) **Cover** : Printer should provide design options
- 12) **Input File(s)** : MS Word and Excel Files
- 13) **Output** : Finally designed open file/ editable file; High-resolution print-ready PDF file; 100 copies of English version and 50 copies of Hindi version

Proper spine shall be provided with TIFAC name, logo and year of Annual Report 2022-23

Date of delivery of draft report for proof reading: Within 5 days from the issue of Work Order

Date of Delivery/ Period for Supply : Within 15 days from the issue of Work Order

The quotation, duly signed and stamped, shall be submitted in the letter head of the firm as per the following format:

Sl. No.	Item	English Version	Hindi Version
1.	Designing cost per page (Rs.)		
2.	Printing cost per page (Rs.)		
3.	Scanning cost per page (Rs.)		
4.	Binding cost per page (Rs.)		
5.	Tax%		

* In case of increase or decrease in number of pages, then the payment shall be enhanced or reduced respectively, based on per page basis.

The quotation shall be submitted in a sealed envelope superscribed as “**Designing, Scanning, Printing & Binding of TIFAC Annual Report 2022-23**”. The quotation shall be submitted by hand/ courier or by registered/ speed post to **In-Charge (Estt. & Admn.), AI Block II, Fifth Floor, Technology Bhawan, New Mehrauli Road, New Delhi-110016** before September 29, 2023 (17.00 hrs).
