



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender no. EPCH/IHGF-2019/16 - Tender from Agency for Printing Jobs for the Fair

BACKGROUND

The Export Promotion Council for Handicrafts is an apex national level organization of handicrafts exporters for promotion of handicrafts exports from India. The Council is projecting India's image in overseas market as a reliable supplier of high quality handicrafts. The Council organizes export promotional activities in India & abroad. The Council requires these services for its trade fairs organized at the India Expo Centre & Mart, Greater Noida.

SCOPE OF WORK - PRINTING JOBS FOR THE FAIR

The Export Promotion Council for Handicrafts organizes World's Premium & largest IHGF Delhi Fair at India Expo Mart & Center, Greater Noida Expressway, Greater Noida. The Council will be organizing the IHGF Delhi Fair (Autumn) 2019 from 16 - 20 October 2019, IHGF (Spring) 2020 from 15 - 19 April 2020, & the Indian Fashion Jewellery & Accessories Show in July 2020. The exhibition(s) will be held at India Expo Mart & Centre (IEML), Knowledge Park-II, Greater Noida.

Capable Agencies with proven track record of having executed similar work and those with experience and exposure to international trade and having knowledge of the Indian handicraft's sector would be preferred.

In case of any clarifications regarding the scope of work, the same shall be obtained from Mr. Sushil Kumar Agrawal – Assistant Director, EPCH on 011-26135256 ext. 110 or email at ihgf@epch.com.

Other special condition

- (a) Incomplete Tender or without supporting documents are liable to be rejected.
- (b) EPCH reserves the right to accept or reject any of the Tender in part or full without assigning any reason whatsoever.
- (c) Empanelled agency shall be required to submit EMD (refundable) of Rs. 50,000/- and Bank Guarantee as mentioned in the Terms & Conditions in favour of Export Promotion Council for Handicrafts through demand draft.

SPLIT-UP OF WORK

Total work can be awarded to more than one agency.

THE TECHNICAL TENDER SHOULD CONTAIN THE FOLLOWING

The following details are required to be submitted in certified true copy along with the offer with the pages numbered sequentially:

- Profile of the agency on the Format Provided.
- Copy of PAN no., GST no., VAT, ESI and PF registration no. etc. as required by law.
- Details of works done during past Five years with name & postal address of clients along with copies of letters of Intent/work orders and completion certificate/ any other document which indicates Completion of the subject contract.
- Accreditation certificate with CII, FICCI, ASSOCHAM, ITPO etc.
- Provide detail of in house infrastructure & staff list.
- CA certificate copy verifying the annual turnover of the agency for the last 3 years.
- All pages of the Tender document including Technical Part/Schedule of Quantities, duly signed & stamped.

THE FINANCIAL TENDER SHOULD CONTAIN THE FOLLOWING

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Conditions, additions, deletions or modifications in FINANCIAL PART are not permitted. Any condition mentioned shall not be taken into account either for evaluation or for award of work and shall render the offer liable for rejection.
- All corrections must be stamped and signed.
- Proposers are requested to quote their best prices considering the fact that price negotiation, if required may be held with the Lowest Proposer only. Any claim of whatsoever nature shall not be considered at a later date.
- Payment Terms should be clearly mentioned.

PROCEDURE FOR SUBMISSION OF THE TENDER

The proposer shall take utmost care of the following:

- The Tender shall be submitted in two parts namely, **Technical Part (Envelop No. 2)** and **Financial Part (Envelop No. 3)** respectively.
- TENDER shall be submitted in a **Sealed Cover (Sealed Outer Envelop no. 1)** super scribed **Tender for Printing Job for the Fair.**
- The Sealed Outer Envelop shall contain separately sealed Envelop No. 2 – Technical Tender & Envelop No. 3 - Financial Tender.
- Name of Tender, Tender Document No. and name of Proposer shall also be clearly written outside the sealed envelopes along with the address and contact details.
- The Tenders on the enclosed format can be submitted by **05th August 2019 upto 4.00 PM** in the Council's office at Vasant Kunj, New Delhi.
- The Sealed Outer Envelope No. 1 and all the respective sealed envelopes (Envelop no. 2 and Envelop no. 3) shall all bear the address given below:

**The Director
Export Promotion Council for Handicrafts
"EPCH House", Pocket 6&7, Sector 'C', LSC,
Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (ext. 110)**

Procedure: If the Financial Part is found in open condition or Envelop – 2 and Envelop - 3 are wrongly marked such offer will be rejected.

EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Tender document shall be read in conjunction with any amendment issued subsequently.

Tender documents once issued are non transferable in other name and shall at all times remain the property the exclusive property of the owner with a license to the Proposer to use the Tender documents for limited purpose of submitting the Tender.

Evaluation Process:

- In case the documents/evidence submitted by agency is found inadequate the Tender will be liable to be rejected.
- A Committee will evaluate the papers received on the basis of the documents and details provided by the agency.
- The profile and track record of the agency, turnover, credentials including past similar assignments etc. shall be used as a means of evaluating the capability and capacity of each agency to execute the job in a safe, successful and timely manner.

Format of “Technical Tender from Agency for Printing Jobs for the Fair” to be printed on Company Letterhead & submitted in Envelop No. 2

Name of the Agency _____

Address _____

Contact Person _____

Contact Details (Mobile) _____ (Landline) _____

Email _____

PAN no. _____

TAN no. _____

GST no. _____

(Pl. enclose self-certified copies)

EMD details Rs. _____ Demand draft no. _____ dt. _____

Annual Turnover 2016 – 2017 in Rs. _____

2017 – 2018 in Rs. _____

2018 – 2019 in Rs. _____

(Pl. enclose a copy duly certified by a chartered accountant)

Details of Past Experience of Exhibitions/Trade Fairs (similar work) executed in past 5 years. Name of the Exhibitions in which service provided.

2014 – 2015

2015 – 2016

2016 – 2017

2017 – 2018

2018 – 2019

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place: -

Date:-

Signature & Seal

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No. : EPCH/IHGF-2019/16/1
Printing of : ALLIED PRINTING - FAIR

The following jobs (Allied Printing) are to be undertaken as per size and quantity stated against each job. The specification of all job will remain same except size. Please quote total cost of each of the job inclusive Artwork, Design, Printing & forwarding.

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Jobs (All Jobs in 4 colour printing)	Size in cm.	Quantity	Rate for 01 Card In Rs.	Total Cost In Rs.	Cost for Add'l 1000 qty. in Rs.
(180 GSM Indian Ivory Paper)					
- Buyer's Registration Card	21 X 15	5000			
- Buying Agents Registration Card	21 X 15	5000			
- Parking Sticker (with back gumming)	11 x 11	5000			
Cards:					
300 GSM Imported Art Card (Matt or Gloss)					
- Invitation Card (Visit to Fair)	17.8X12.7	5000			
- Inauguration Cards	17.8X12.7	1000			
- Event / Get together card	17.8X12.7	2000			
- Jackets (Cover Invitation Card with Two Fold – Creasing and lamination)	18.5X13.5 (finished)	5000			
- Envelope - 120 gsm super sunshine and lamination	19.5X14.5	5000			
Badges : Exhibitor	10.50x13	5000			
Foreign Buyer (with perforation)	10.50X17	5000			
Buying Agent (with perforation)	10.50X17	5000			
Fair Staff	10.50X13	500			
Press	10.50X13	500			
Service Team	10.50X13	2000			
Construction	10.50X13	10000			
Security	10.50X13	1000			
Special Invitees	10.50X13	1000			
Invitees	10.50X13	1000			
(180 GSM Indian Ivory Paper)					
Printing Charges to include Back Printing and Machine Numbering of each badge					
Digital Printing Charges of Badge	10.50x13	100			

Note:- Charges for 1 Digitally Printed Badge Rs. _____

DATE : _____
 PLACE : _____
 SIGNATURE & SEAL _____
 NAME & ADDRESS OF AGENCY _____
 TEL. _____/MOB. _____

Please submit the details as under:

1. Total cost estimate for above quantities.
2. Additional cost estimate for each additional 1000 qty.
3. Please specify any other charges (GST etc.) processing composition charges.
4. Also enclose samples of similar nature of job undertaken.
5. Please submit specimen of papers for above job.
6. Please mention the name of press and type of printing.
7. Please submit a list of clients.
8. Other terms & conditions:
 - i) In case the agency is considered for above job, the agency shall have to submit Performance Bank Guarantee of Rs. 50,000/- (refundable after completion of job) by way of demand draft in favour of EXPORT **PROMOTION COUNCIL FOR HANDICRAFTS.**
 - ii) The Council has the right to select / reject any Tender without assigning any reason.
 - iii) The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No.: EPCH/IHGF – FAIR DIRECTORY/2019/16/2

Printing of : FAIR - DIRECTORY

SIZE	5 ½" X 8 ½" (FINISHED)
NO. OF PAGES	TOTAL PAGES – 600 4 COLOUR PAGES – 76 +COVER (TO BE SPREAD IN THE DIRECTORY) 2 COLOUR PAGES- 520
NO. OF BOOKMARKS (WITH RIBBON)	2 OF SIZE 14 X 5 CM PRINTED IN 4 COLOUR ON BOTH SIDE 350 GSM IMPORTED ART CARD MAT
	COMPLETE DESIGNING / ARTWORK / EDITING TO BE DONE BY AGENCY.
INPUTS	40 FOUR COLOUR PAGES TO BE PROCESSED & PROOFED WITH AVERAGE OF 4 TO 5 PICTURE ON EACH PAGE WITH COLOUR TINTS. COMPLETE TEXT TO BE COMPOSED WITH PROOF READING.
PRINTING	OFFSET
PAPER	100 GSM IMPORTED ART PAPER FOR INSIDE PAGE & 250 GSM IMPORTED ART CARD MAT FOR COVER
QUANTITY	6000
ADDITIONAL QTY.	1000
LAMINATION	OUTER COVER
BINDING	PERFECT BINDING

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Cost Estimate

Cost of Printing 5000 copies inclusive of Taxes, etc.	Rs. _____
Cost of Additional 1000 copies inclusive of Taxes, etc.	Rs. _____
Cost of Additional Set of 4 pages (4 colour) incl. of Taxes, etc.	Rs. _____
Cost of Additional Set of 4 pages (2 colour) incl. of Taxes, etc.	Rs. _____

DATE :
PLACE :

SIGNATURE & SEAL _____
NAME & ADDRESS OF AGENCY _____
TEL. _____/MOB. _____

1 / 2

Please submit the details as under:

1. Total cost estimate for above quantity.
2. Please quote for (+/-) 4 pages.
3. Cost estimate for additional 1000 copies.
4. Please specify any other charges (GST etc.) and processing & composition charges.
5. Also enclose samples of similar nature of job undertaken.
6. Please submit specimen of 250 gsm imported art card mat & 100 gsm imported art paper.
7. Please mention the name of your press and type of printing process adopted.
8. Payment terms.
9. Other terms & condition:

[i] In case the agency is considered for above job, the agency has to submit a Bank Guarantee of Rs. 500,000/- (refundable after completion of job) by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**.

Note:- In case the agency requests for advance payment, it will be required to submit the Bank Guarantee equal to the advance payment released.

[ii] The Council has the right to select / reject the any Tender without assigning any reasons thereof.

[iii] The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No. : EPCH/FOLDER/2019/16/3

Printing of : FAIR – FOLDER (DOCKET)

OPEN SIZE	COVER - 8.75" X 12" / BACK - 11" X 14.5"
FINISHED SIZE	8.75" X 12"
FOLDS	CREASING & FOLDING TO CREATE A LOOSE JACKET with OUTER LAMINATION
PRINTING	4 COLOURS THROUGHOUT
PHOTOGRAPHS	10-15
PAPER	250 GSM IMPORTED ART PAPER
QUANTITY	3,000
ADDITIONAL Quantity	1,000
INPUTS REQUIRED FROM THE ADVERTISING AGENCY	COPYWRITING, DESIGNING, ARTWORKS AND PRODUCTION
QUALITY	INTERNATIONAL QUALITY PRINTING

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Cost Estimate

Cost of Printing 3000 copies incl. of taxes, etc.	Rs. _____
Cost of Matching Envelope in 170 GSM - 3000 incl. of taxes, etc.	Rs. _____
Cost of Additional 1000 copies incl. of taxes, etc.	Rs. _____

The cost should be inclusive of all production and development charges. Please mention the govt. taxes applicable on the cost.

DATE : _____
PLACE : _____
SIGNATURE & SEAL _____
NAME & ADDRESS OF AGENCY _____
TEL. _____/MOB. _____

Please submit the details as under:

1. Total cost estimate for above quantity.
2. Please quote for (+/-) 4 pages.
3. Cost estimate for additional 1000 copies.
4. Please specify any other charges (GST etc.) and processing & composition charges.
5. Also enclose samples of similar nature of job undertaken.
6. Please submit specimen of 250 gsm imported art card mat & 170 gsm imported art paper.
7. Please mention the name of your press and type of printing process adopted.
8. Payment terms.
9. Other terms & condition:

[i] In case the agency is considered for above job, the agency has to submit a Bank Guarantee of Rs. 50,000/- (refundable after completion of job) by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**.

[ii] The Council has the right to select / reject the any Tender without assigning any reasons thereof.

[iii] The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No. : EPCH/POSTER/2019/16/4

Printing of : FAIR - POSTER

QUANTITY : 1,500

SIZE : 17" x 22" (inch)

PAPER : 170 GSM IMPORTED ART PAPER WITH BACK GUMMING

PRINTING : OFFSET 4 COLOUR WITH LAMINATION

PHOTOGRAPHS : 8 TO 10

ARTWORK : COMPLETE DESIGNING, LAYOUT AND PROCESSING COST IS TO BE INCLUDED.

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Cost Estimate

Cost of Printing 1500 copies incl. of taxes	Rs. _____
Cost of Additional 500 copies incl. of taxes	Rs. _____

The cost should be inclusive of all production and development charges. Please mention the govt. taxes applicable on the cost.

DATE : SIGNATURE & SEAL _____

PLACE : NAME & ADDRESS OF AGENCY _____

TEL. _____/MOB. _____

Please submit the details as under:

1. Total cost estimate for above quantity.
2. Cost estimate for additional 500 copies.
3. Please specify any other charges (GST etc.) and processing & composition charges.
4. Also enclose samples of similar nature of job undertaken.
5. Please submit specimen of 170 gsm imported art paper.
6. Please mention the name of your press and type of printing process adopted.
7. Payment terms.
8. Other terms & condition:

[i] In case the agency is considered for above job, the agency has to submit a Bank Guarantee of Rs. 25,000/- (refundable after completion of job) by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**.

[ii] The Council has the right to select / reject the any Tender without assigning any reasons thereof.

[iii] The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No. : EPCH/PREVIEW/2019/16/5

Printing of : FAIR PREVIEW FOR COUNCIL'S SHOWS

Note:- In line with market mood and industry requirement at the time of conceptualizing the instrument, develop content and design preview to woo buyers and/or exhibitors highlighting opportunities and facilities at the show.

The agency needs to have a full team of professionals (editors, visualizers, reporters, photo editors, photographs, designers) working in tandem and in coordination with the various show departments before and during the show, besides having a competent production & fabrication set up as well as delivery and distribution capability, to successfully be able to execute the publishing project.

QUANTITY : 5000+ / 10000+ / 20000+ / 30000+ with matching envelop
SIZE : International A-4
NO. OF PAGES : 4 / 8 / 12 (with center staple)
PAPER : Show Preview - 130 GSM IMPORTED ART PAPER
Envelop - 130 GSM SUPER PAPER
PRINTING : OFFSET 4 COLOUR
INPUTS : Access to EPCH photo bank contact sheets to be provided for selection and short listing
ARTWORK : COMPLETE DESIGNING, LAYOUT AND PROCESSING COST IS TO BE INCLUDED.

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Cost Estimate

	4 page supplement	8 page supplement	12 page supplement
Cost of Printing 5000 copies incl. of taxes	Rs.	Rs.	Rs.
Cost of Printing 10000 copies incl. of taxes	Rs.	Rs.	Rs.
Cost of Printing 20000 copies incl. of taxes	Rs.	Rs.	Rs.
Cost of Printing 30000 copies incl. of taxes	Rs.	Rs.	Rs.

Kindly mention all inclusive comprehensive cost with Govt. Taxes..

DATE : SIGNATURE & SEAL _____
PLACE : NAME & ADDRESS OF AGENCY _____
TEL. _____/MOB. _____

Please submit the details as under:

1. Total cost estimate for above quantity.
2. Please specify any other charges (GST etc.) and processing & composition charges.
3. Also enclose samples of similar nature of job undertaken.
4. Please submit specimen of 130 gsm imported art paper & 130 gsm super paper.
5. Please mention the name of your press and type of printing process adopted.
6. Payment terms.
7. Other terms & condition:

[i] In case the agency is considered for above job, the agency has to submit a Bank Guarantee of Rs. 100,000/- (refundable after completion of job) by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS.**

[ii] The Council has the right to select / reject the any Tender without assigning any reasons thereof.

[iii] The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No. : EPCH/BULLETIN/2019/16/6

Printing of : SHOW BULLETIN (NEWS LETTER) DURING COUNCIL'S SHOWS

Note:- Keeping buyers and exhibitors engaged and abreast with relevant product and display information as well as facilities updates, happenings, interviews, picture compositions, ethics of vital importance. Show bulletins so constituted at trade shows, add life and zest to all leading and regular trade shows worldwide. EPCH brings out its very popular brand of show bulletins that reflects the mood at its shows.

The agency needs to have a full team of professionals (editors, visualizers, reporters, photo editors, photographs, designers) working in tandem and in coordination with the various show departments before and during the show, besides having a competent production & fabrication set up as well as delivery and distribution capability, to successfully be able to execute the publishing project.

The Council engages a specialized agency, which can fulfill the knowledge requirement, content & design quality, has resources and management for quick execution and turnaround, both in terms of technical competence and production quality & capability, to be able to successfully bring out international quality show bulletins during its shows.

QUANTITY : 1000 ~ 3000
SIZE : 13.5 ~ 14.25" x 9.5 ~ 9.75"
NO. OF PAGES : 4 / 8 / 12 (with center staple)
PAPER : Show Preview - 130 GSM IMPORTED ART PAPER
PRINTING : OFFSET 4 COLOUR
ARTWORK : COMPLETE DESIGNING, LAYOUT AND PROCESSING COST IS TO BE INCLUDED.

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Cost Estimate

	4 page supplement	8 page supplement	12 page supplement
Cost of Printing 1000 copies incl. of taxes	Rs.	Rs.	Rs.
Cost of Printing 2000 copies incl. of taxes	Rs.	Rs.	Rs.
Cost of Printing 3000 copies incl. of taxes	Rs.	Rs.	Rs.

Kindly mention all inclusive comprehensive cost with Govt. Taxes..

DATE : SIGNATURE & SEAL _____
PLACE : NAME & ADDRESS OF AGENCY _____
TEL. _____/MOB. _____

Please submit the details as under:

1. Total cost estimate for above quantity.
2. Please specify any other charges (GST etc.) and processing & composition charges.
3. Also enclose samples of similar nature of job undertaken.
4. Please submit specimen of 130 gsm imported art paper.
5. Please mention the name of your press and type of printing process adopted.
6. Payment terms.
7. Other terms & condition:

[i] In case the agency is considered for above job, the agency has to submit a Bank Guarantee of Rs. 100,000/- (refundable after completion of job) by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS.**

[ii] The Council has the right to select / reject the any Tender without assigning any reasons thereof.

[iii] The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No. : EPCH/BROCHURE/2019/16/7

Printing of : FAIR BROCHURE

SIZE	8.75" X 6" (FINISHED)
NO. OF PAGES	16 PAGES
PRINTING	4 COLOURS THROUGHOUT
PHOTOGRAPHS	40 PHOTOGRAPHS
PAPER	130 GSM IMPORTED ART PAPER (GLOSS/MATT) WITH LAMINATED COVER PAGE
BINDING	CENTRE STAPLE
ENVELOPE	PRINTING ON 100 GSM SUPER PAPER (4 COLOUR PRINTING)
REGISTRATION FORM	PRINTING IN 4 COLOUR ON 100 GSM SUPER PAPER
QUANTITY (MINIMUM)	20,000
ADDITIONAL (QUANTITY)	10,000
INPUTS REQUIRED FROM THE ADVERTISING AGENCY	COPYWRITING, DESIGNING, ARTWORKS AND PRODUCTION
QUALITY	INTERNATIONAL QUALITY PRINTING

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Cost Estimate – 16 PG. BROCHURE

Cost of Printing 20000 copies with envelop & registration form inclusive of taxes, etc.	Rs. _____
Cost of Additional 10000 copies with envelop & registration form inclusive of taxes, etc.	Rs. _____
Cost of Additional Set of 4 pages (4 colour) incl. of taxes	Rs. _____

Cost Estimate – 8 PG. BROCHURE

Cost of Printing 10000 copies with envelop & registration form inclusive of taxes, etc.	Rs. _____
Cost of Additional 5000 copies with envelop & registration form inclusive of taxes, etc.	Rs. _____

The cost should be inclusive of all production and development charges. Please mention the govt. taxes applicable on the cost.

DATE : SIGNATURE & SEAL _____
PLACE : NAME & ADDRESS OF AGENCY _____
TEL. _____/MOB. _____

Please submit the details as under;

1. Total cost estimate for above quantity.
3. Cost estimate for additional 10000 and 5000 copies.
4. Please specify any other charges (GST etc.) and processing & composition charges.
5. Also enclose samples of similar nature of job undertaken.
6. Please submit specimen of 130 gsm imported art card mat & 130 gsm imported art paper.
7. Please mention the name of your press and type of printing process adopted.
8. Payment terms.
7. Other terms & condition:

[i] In case the agency is considered for above job, the agency has to submit a Bank Guarantee of Rs. 100,000/- (refundable after completion of job) by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS.**

[ii] The Council has the right to select / reject the any Tender without assigning any reasons thereof.

[iii] The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Tender No. : EPCH/FLYER/2019/16/8

Printing of : FAIR – FLYERS

SIZE	15" X 8.25" (OPEN)
NO. OF FOLD	TWO OR THREE
NO. OF PANELS	THREE OR FOUR
PRINTING	4 COLOUR THROUGHOUT with lamination
PHOTOGRAPHS	10-15
PAPER	130 GSM IMPORTED ART PAPER
QUANTITY (minimum)	30,000
ADDITIONAL Quantity	10,000
MATCHING ENVELOP	80 GSM SUPER PAPER – 4 COLOUR PRINT
SEPARATE REGISTRATION FORM	80 GSM SUPER PAPER – 4 COLOUR PRINT
INPUTS REQUIRED FROM THE ADVERTISING AGENCY	COPYWRITING, DESIGNING, ARTWORKS AND PRODUCTION
QUALITY	INTERNATIONAL QUALITY PRINTING

⇒TENDER SUBMISSION DETAILS ARE GIVEN OVERLEAF.

Cost Estimate

Cost of Printing 30000 copies of the Flyer incl. of tax, etc.	Rs. _____
Cost of Printing 30000 copies of the Registration Form incl. of tax, etc.	Rs. _____
Cost of Printing 30000 copies of the Envelop incl. of tax, etc.	Rs. _____
Total Cost of 30000 Flyer with Regd. Form & Envelop	Rs. _____
Cost of Additional Quantity of 10000 Flyer with Regd. Form & Envelop	Rs. _____

The cost should be inclusive of all production and development charges. Please mention the govt. taxes applicable on the cost.

DATE :

SIGNATURE & SEAL _____

PLACE :

NAME & ADDRESS OF AGENCY _____

TEL. _____/MOB. _____

Please submit the details as under;

1. Total cost estimate for above quantity.
2. Please quote for (+/-) 4 pages.
3. Cost estimate for additional 1000 copies.
4. Please specify any other charges (GST etc.) and processing & composition charges.
5. Also enclose samples of similar nature of job undertaken.
6. Please submit specimen of 130 gsm imported art paper & 80 gsm super paper.
7. Please mention the name of your press and type of printing process adopted.
8. Payment terms.

7. Other terms & condition:

[i] In case the agency is considered for above job, the agency has to submit a Bank Guarantee of Rs. 100,000/- (refundable after completion of job) by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**.

[ii] The Council has the right to select / reject the any Tender without assigning any reasons thereof.

[iii] The quoted rates shall be valid for a period of two years. The Council shall review the quality of job and if the same are not found to be satisfactory, the Council reserves the right to disqualify the agency from it's empanelment.