

Design and Printing of Annual Report of the National Culture Fund
For
Year 2013-14 and 2014-15

1.	Cover Page	300 gsm imported art card (matt finish)
2.	Text Paper	135 gsm imported art paper (matt finish)
3.	Lamination	Outer Cover Lamination
4.	Colours	(i) Cover page in 04 colours and back page 300 gsm (matt finish). (ii) Inner pages 130 gsm (matt art) – different combinations of 02 and 04 colours to be decided at the time of printing.
5.	Number of Pages	100-110 pages each(2013-14 and 2014-15) approximately
6.	Translation	Translation needs to be done from English to Hindi.
7.	Number of Copies	English Version : 125-150 copies Hindi Version : 125-150
8.	Size	International A4 8.25”x11.75”
9.	Binding	Perfect binding with 5mm spine matt
10.	Compact Disc	Web enabled CD of the Annual Report in the PDF Format
11.	Four Colour printing throughout.	
12.	The scope of work	i) Designing the cover page – at least two samples are to be submitted after award of work within 03 days of placing the order. ii) Designing content layout and colour photographs – at least two samples are to be submitted after award of work within 03 days of placing the order. iii) Proof reading of manuscript by a good

		<p>professional proof reader.</p> <p>iv) To bring the proof(s) of the Annual Report/cover design to the NCF office at your own cost for approval.</p> <p>v) Artful printing and binding of the Annual Report.</p> <p>vi) Delivery of Annual Reports as per specifications to NCF.</p> <p>vii) Soft copy (in MS Word and PDF format) for the final report in Hindi and English versions to be provided separately, which should be capable of being uploaded on website.</p>
13.	Time Schedule	Final copies must be submitted within 10 days from the date of receipt of this order.
14.	Payment Terms	<p>Payment shall be released after delivery of all printed Annual Reports in accordance with specifications. VAT and other taxes, as applicable will be deducted.</p> <p>Note :- No additional charges on account of freight or any other charges etc. would be payable for supply and delivery of the proofs/designs and final copies of Annual Reports at NCF.</p>
15.	Invoice To	National Culture Fund, Ministry of Culture, Puratatva Bhawan, 5 th Floor, D-Block, GPO Complex, I.N.A., New Delhi – 110023.

निविदाएँ 13 January, 2017 सांय 5 बजे तक आमंत्रित की जाती हैं. आप पत्र के द्वारा निविदाएँ भेज सकते हैं. The sealed cover containing the tenders, super-scribed "Design and Printing of Annual Repor"

National Culture Fund, Ministry of Culture, Puratatva Bhawan, 5th Floor, D-Block, GPO Complex, I.N.A., New Delhi – 110023

Note: For any increase or decrease in number of pages, the charges shall be on pro-rata basis.