

**Apparel Export Promotion Council**  
Head-Office -Gurgaon

NO.AEPC/HO/ADMN/2022

DATE 14.06.22

Dear Madam/ Sir,

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

- a) Annual Report in English
- b) Annual Report in Hindi
- c) Brown Envelopes
- d) Chairman Speech

The Technical specification & terms and conditions are as under:-

Description	Annual Report 2021-22- in English	Envelopes brown	Annual Report 2021-22 in Hindi duly translated-- only printing job	Chairman Speech
<b>Type of product</b>	Book	General	Book	Book
<b>Quantity Pcs.</b>	200 Nos.	200	50 nos	100
<b>No. of Pages</b>	Cover page: 4 pages in four colours plus Text : 120 pages in four colours (proxy form to be serial number)	Single	Cover page: 4 in colour plus Text inner page : 120 pages (text matter/ photo) black & white	cover page ( four colour plus inner page approx 36
<b>Extra page</b>	inner page may increased / decreased therefore pls quote the rate extra pages also ( rate of 4 page)		inner page may increased/ decreased therefore pls quote the rate extra pages also ( rate of 4 pages)	inner page may increased / decreased therefore pls quote the rate extra pages also (rate of 4 pages)
<b>Finished Size</b>	(30 x 21cm) as per specimen copy	12' x 10'	(30 x 21cm) as per specimen copy	215mm (W) x260(H) as per sample
<b>Paper Quality</b>	Cover page: art paper 220 GSM Inner pages : Art paper 130 GSM	as per sample	Cover page: Art Paper 220 GSM ( Inner pages : Art paper 130 gsm with black & white printing & Photo's	300 GSM glossary paper as per sample
<b>Colour</b>	4 colour	Brown with single colour printing	Cover page in colour as per specimen copy	4 colour
<b>Process of Production</b>	Offset / Digital	Off set / digital	Offset / Digital	offset / Digital
<b>Type of stitching</b>	Perfect Binding		perfect Binding	centre stitch as per sample
<b>Lamination Required</b>	Cover Lamination	No	Cover Lamination	cover lamination

The terms & conditions shall be as under:-

## Terms and Conditions

1. Kindly send your quotation on email id [e.tenders@aepcindia.com](mailto:e.tenders@aepcindia.com) only and do not mark CC or BCC to other email ids. Your quote must be reached latest by **24.6.2022**
2. The specimen/original samples can be collected/seen at our office at Apparel Export Promotion Council, Apparel House, Institutional Area, Sector-44 Gurgaon, during office hours on all working days between 10.30 am to 5 pm and may be contacted Mr. Yogesh Ahuja Assistant Director (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 e- quotation shall be accepted after the stipulated date for submission which is by 24.06.22
5. The work would be assigned to the agency which quotes lowest rate for each of the item, without any dilution of the specification of the jobs
6. PAN Number/ GST No of the firm/company must be mentioned and also copy must be attached.
7. The Printer must have sufficient Infrastructure for Providing Printing Services and Outsourcing is not permissible.
8. 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.
9. AEPC reserves the right to reject or accept any or all e-quotations without assigning any reason(s).
10. AEPC has the right to accept any quotations in whole or part or reject it entirely without assigning any reason thereof.
11. In case of any disputes whatsoever, the AEPC shall be the arbitrator and his decision shall be final and binding
12. In case of delayed/defective delivery, appropriate penalty shall be imposed as per the decision of AEPC.
13. Payment shall be made only after the completion of satisfactory work. TDS shall be deducted as per rules.
14. Agency has to supply the printing items with in the **four days** from the date of final approved proof copy provided.

**Yogesh Ahuja**  
Assistant Director (Administration)