



ANNEXURE - I

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 2023-24 (Both in English and Hindi Versions)

TIFAC invites sealed quotations for publishing its Annual Report 2023-24 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 (2023-24)
- 2) **Number of Pages** (Approx.) : **English** (4 cover + 71 inner pages in MS-Word + Statement of Accounts 40 pages in MS-Word and MS-Excel.);
Hindi (4 Cover + 90 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** : Digital colour printing
- 5) **Colour** : 4+4 Colour ;
- 6) **Quantity** : English (100 Nos.) and Hindi (50 Nos.)
- 7) **Paper** : Cover : 300 GSM Indian Art Paper; 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 2023-24

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 10 days from the issue of Work Order

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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
		Per-Page (Rs.)*	Per-Page (Rs.)
1.	Designing Cost		
2.	Printing Cost		
3.	Scanning Cost of Statement of Accounts		
4.	Binding Cost		
5.	Tax Applicable (@ -----%)		
6.	Total Cost (Inclusive of all taxes)		

* 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 2023-24**”. 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 August 11, 2024 (17.00 hrs).