



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)

14, B.T.M Sarani (Brabourne Road), Kolkata- 700 001

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Ref. No. 18(1)/Sectt/2016/

Date: 21.07.2016

**Subject: Printing of 62<sup>nd</sup> Annual Report of Tea Board for FY 2015-16**

Sealed Tenders are invited for printing and supplying of the 62<sup>nd</sup> Annual Report of Tea Board for FY 2015-16 as per the following specifications:

Sl. No.	Item	Specification Details
1.	Quantity	200 (Two Hundred) Copies
2.	Finished Size	10.5" x 9.5" (approx.)
3.	Language	Hindi & English combine (i.e. Bi-Lingual).
4.	Paper/Board	Cover: 300 GSM Imported Matt Art Board. Pages: (Text) 95 GSM Ballarpur Super Printing paper. Inserts/ Colour Pages: 130 GSM Imported Matt Art paper.
5.	No. of pages	a) Cover : 4 b) Text 230 pages (approx...) each in Hindi & English. Please indicate separately cost of additional 4 pages and page-wise (01 page) Cost.
6.	No. of Colours	Cover 4 colours Printing on one side.
7.	Artwork	Artwork and positives will have to be prepared. Pictures would need high resolution scanning.
8.	Composing	Total composing of the materials has to be done by the printer based on the soft copy provided by Tea Board including proof reading.
9.	Binding	Juice binding with section sewing, inserts pasted/stitched in position as Indicated.
10.	Envelope	Envelope of matching size made of 120 GSM Sunshine Super printing paper with single colour Printing by Offset.
11.	Design Inspection	Sample design may be inspected by Tea Board.
12.	Final Printing	To be completed within 10 (ten) days on receipt of approved final report.
13.	Packing	In lots of 10(ten) each with appropriate padding to avoid damage during transit.
14.	Delivery	<b>Delivery to be effected at Board's Office in Kolkata free of charge for 150 copies, while 50 sets has to be delivered to our New Delhi office.</b>
15.	Penalty	For unsatisfactory quality of work or any other aspect pertaining to the specifications and completion of work in due time, penalty will be imposed according to the extent of damage at the discretion of the Chairman.

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