

Enclosure to Tender Notification No: BMRCL/FIN/II/PTG-Annual Reports

Printing of Annual Report for year 2015-16

Scope of work:

725 Copies of the Annual Report of BMRCL for the year 2015-16 has to be printed in “Kannada & English”, “Hindi & English” and “English only” versions as part of holding of 10th Annual General Meeting of the Company.

Specifications of Job:

Sl. No.	Specification
1.	500 copies of Annual Report consisting of 200 inside pages (Kannada & English) in two colours using 130 gsm art papers. (soft copy of the colour page design will be provided by BMRCL)
2.	150 copies of Annual Report consisting of 200 inside pages (Hindi & English) in two colours using 130 gsm art papers. (soft copy of the colour page design will be provided by BMRCL)
3.	75 copies of Annual Report consisting of 100 inside pages (English only) in two colours using 130 gsm art papers. (soft copy of the colour page design will be provided by BMRCL)
4.	Outside Cover in 300 gsm art card with lamination (Softcopy of the Design for 4 Pages i.e. both Outside and Inside Cover Page will be provided by BMRCL) for 725 copies.
5.	Inside Colour pages using 130 gsm art paper for photos (approximately 10 Pages) in all, for the three versions i.e. “Kannada & English”, “Hindi & English” and “English only” version.
6.	The number of pages mentioned at Sl. No.1 to 3 may increase / decrease. Therefore, for calculating the Per Page Cost in such a case, the Per Page Cost in two Colour printing using 130 gsm art papers may also be obtained.
7	The soft copy of the documents will be provided by BMRCL. The amount for the Page Layout per page may be indicated separately.

The number of pages indicated for Annual Report versions to be printed may increase/decrease depending on final material made ready.

Tender conditions:

- Tenders are invited from Bangalore based reputed Printers/Publishers.
- The detailed specifications of the work to be done are available with the Company, and may be inspected during the normal working hours of the Company.
- The report is required to be printed as per the specimen to be provided by the Company.
- The Tender should be sent to BMRCL in a sealed cover superscribed “Tender for the printing of Annual Report of BMRCL for the year 2015-16”, in the format provided herein as Annexure ‘A’.
- The Tender should be addressed to the General Manager (HR), BMRCL, 3rd Floor BMTC Complex, Shanthinagar, Bangalore-560027. The Tender should reach BMRCL not later than 1500 hours on or before 24.06.2016.
- The tenders shall be opened at 1600 hours on 24.06.2016 in the presence of tenderers who choose to attend.
- BMRCL is not bound to accept the lowest Tender or any Tender or to assign any reason for

rejection of any or all the Tenders. The Company reserves to itself the right for accepting the whole or any part of the Tenders. The Company's decision in the matter shall be final and binding.

- Any failure on the part of Tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her Tender.
- The rates quoted should be mentioned in figures as well as in words exclusive of taxes. Sales Tax/VAT and other taxes if any should be indicated separately. In case, nothing is mentioned, it will be assumed that Sales Tax/Other Taxes are included in the quotation.
- The service tax at the prescribed rate, if applicable may be shown separately.
- Tenderers may note that all duties and taxes as applicable will be recovered from the amount payable.
- Quotation must be accompanied by refundable earnest money deposit of Rs.2000/= in the form of DD drawn in favour of BMRCL, Bangalore.
- The work shall be completed within a period of 30 days from the date of issue of letter of acceptance.
- Printed copies will be/to be supplied at BMRCL Corporate Office, Shanthinagar or any other place as may be directed.
- The delivery of the Annual Reports is to be made to BMRCL free of any other charges except those quoted against items in the quotation form within the stipulated date.
- After the work has been completed, the bill for the work in duplicate prepared on the basis of the accepted rates be submitted to BMRCL for necessary action.

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ANNEXURE 'A'

Sl. No.	Specification	Rates in figures	Rates in words
1.	500 copies of Annual Report consisting of 200 inside pages (Kannada & English) in two colours using 130 gsm art papers. (soft copy of the colour page design will be provided by BMRCL)		
2.	150 copies of Annual Report consisting of 200 inside pages (Hindi & English) in two colours using 130 gsm art papers. (soft copy of the colour page design will be provided by BMRCL)		
3.	75 copies of Annual Report consisting of 100 inside pages (English only) in two colours using 130 gsm art papers. (soft copy of the colour page design will be provided by BMRCL)		
4.	Outside Cover in 300 gsm art card with lamination (Softcopy of the Design for 4 Pages i.e. both Outside and Inside Cover Page will be provided by BMRCL) for 725 copies.		
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6.	The number of pages mentioned at Sl. No.1 to 3 may increase / decrease. Therefore, for calculating the Per Page Cost in such a case, the Per Page Cost in two Colour printing using 130 gsm art papers may also be furnished.		
7.	The soft copy of the documents will be provided by BMRCL. The amount for the Page Layout per page may be indicated separately.		
	Total Amount Rs (in words and figures)		