

**POWER GRID CORPORATION OF INDIA LTD
(A GOVT OF INDIA ENTERPRISE)**

BIDDING DOCUMENTS

Technical Specifications (TS)

FOR

**PRINTING OF POWERGRID ANNUAL REPORT &
OTHER RELATED ITEMS FOR THE FY 2018-19**

Specification No: CC/MM/Annual Report/449/2019



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(भारत सरकार का उद्यम)
Power Grid Corporation of India Limited
(A Government of India Enterprises)

(These documents are meant for the exclusive purpose of bidding against this Specification and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.)

TECHNICAL SPECIFICATIONS

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TECHNICAL SPECIFICATIONS

1.0 General Information

- 1.1 The material covered in this specification shall be used in PRINTING & PRODUCTION OF ANNUAL REPORT AND OTHER RELATED ITEMS of Power Grid Corporation of India Ltd.
- 1.2 The preparation of all the subject items is a very prestigious job and required to have a very high printing quality. The Annual Report is not only the most important means to reach the shareholders, but also to attract potential investors. In today's scenario companies are increasingly not only looking at Annual Reports as a statutory requirement, but also as a means to communicate their strategies and future direction to the stakeholders. Annual Report showcases the image and health of a Company and therefore, it has to be of the highest standard. In order to meet this requirement we need to select the best bidders adopting state-of-the-art printing technology.

2.0 Scope

- 2.1 The material to be used for Composing, Designing, Printing & Production of ANNUAL REPORT AND OTHER RELATED ITEMS as covered in this volume shall be designed and printed as per the requirements specified.
- 2.2 The materials covered here under this specification shall be supplied complete in all respects, including all components and accessories which are necessary or are usual for their efficient production. Such parts shall be deemed to be within the scope of the Contract, whether specifically included or not in the Specification or in the Contract Schedules. The Supplier shall not be eligible for any extra charges for such materials, etc.

The details of the materials required under this Specification are mentioned at **Annexure-A**.

3.0 General Technical Conditions

- 3.1 The following provisions shall supplement all the detailed technical specifications and requirements brought out in the accompanying Technical Specifications. The Bidder's proposal shall be based on the use of equipment and materials complying fully with the requirements, specified herein.
- 3.2 The bidder should have the capability for undertaking such jobs with at least the minimum in-house infrastructure - typing in both Hindi and English, High end Macs and PCs with original latest version softwares, CTP, Digital Proofers, at least 03 automatic high-speed Cold Set Web Printing Machine, at least 01 automatic high-speed Heat Set Web Printing Machine, at least 01 multicolor Sheet fed Printing Machine, at least 03 automated stitching machines with on-line trimmer, 01 on-line perfect binding machine with on-line gathering facility and facilities for delivering copies within the stipulated time-frame.

4.0 Design Improvements

- 4.1 The Purchaser or the Supplier may propose changes in the Specification of the materials or quality thereof and if the parties agree upon any such changes, the Specification shall be modified accordingly.
- 4.2 If any such agreed upon change is such that it affects the price and schedule of completion, the parties shall agree in writing as to the extent of any change in the price and/or schedule of completion before the Supplier proceeds with the change. Following such agreement, the provision thereof, shall be deemed to have been amended accordingly.
- 4.3 The bidder should have excellent designing capabilities using computer software and good photographic / graphic resources for producing high-quality design concepts, color schemes, layouts for a superior quality publication.

5.0 Purchaser's Supervision

- 5.1 To eliminate delays and avoid disputes and litigation it is agreed between the parties to the Contract that all matters and questions shall be resolved in accordance with the provisions of this document.
- 5.2 The printing & production of the Annual Reports shall be carried out in accordance with the specifications. The scope of the duties of the Purchaser, pursuant to the contract, will include but not be limited to the following:
 - (a) Interpretation of all the terms and conditions of these Documents and Specifications.
 - (b) Review and interpretation of all the Supplier's drawings, data etc.
 - (c) Witness or authorize his representative to witness printing & production activities at the supplier's works site, or at any place where work is performed under the Contract.
 - (d) Inspect, accept or reject any material and work under the Contract, in accordance with the Specifications.
 - (e) Issue certificate of acceptance and/or final payment certificate.
 - (f) Review and suggest modification and improvement in completion schedules from time to time.
 - (g) **The printer should provide a certificate of paper used in the Annual report.**

6.0 Inspection

- 6.1 The Employer, his duly authorized representative and/or outside inspection agency acting on behalf of the Employer shall have at all reasonable times access to the Contractor's premises and works and shall have the power at all reasonable times to

inspect and examine the materials and workmanship of the product during its printing & production and if part of the product is being printed or assembled at other premises or works, the Contractor shall obtain from the Employer and /or his duly authorized representative permission to inspect as if the materials were printed or assembled on the Contractor's own premises or works.

7.0 Technical Description

7.1 The technical description of ANNUAL REPORT AND OTHER RELATED ITEMS shall be as specified in the Technical Information.

7.2 It is mandatory for the bidder to have its own professionally qualified Art Director/ Creative Director, Designer and DTP operator (English & Hindi) for a good quality job. Their Names and Qualifications should be mentioned by the bidder. The bidder selected for the award of work of printing of Annual report and other related document are required to do Cover & Inside Layout Designing, etc. and will also undertake translation and proof reading of the text in Hindi. **If the Party is not able to deliver good layout & design, POWERGRID reserves the right to get it designed from a professional team at the cost of the party.**

7.3 It is mandatory for the selected bidder that his DTP operators with requisite equipment and Designer should be available in the POWERGRID's Gurgaon Office until finalization of the above jobs for actual printing.

8.0 Technical Information- As per attached Annexure-B

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