

Specifications for Printing of Annual Report 2018-19

I ANNUAL REPORT (SHAREHOLDERS' VERSION)

1. Size : 8.25" x 10.50"
2. No. of pages : 388 (Text) + 4 (cover).
± 20% variation in number of pages could take place
3. Printing :
 - i) Cover : 4 + 4 Colors
 - ii) Inside pages : Single Color
4. Designing : Theme cover and Inside pages to be designed by the creative team of the Printer.
5. Paper
 - i) Cover : 100 gsm Art paper
 - ii) Text : 41 gsm Maplitho Paper
6. Quantity : **1.95 lacs.** Another ± 20% variation in number of copies could take place depending on the actual number of shareholders at the time of handing over of the final material to the printer.
7. Binding : Section Sewing and Perfect Binding

II ENVELOPES FOR ANNUAL REPORT (SHAREHOLDERS' VERSION) AND ADDRESS LABEL STICKERS

A Poly Envelopes (50 Micron - Transparent)

1. Quantity : **1.95 lacs. Approx..**
2. Size : 8.5" x 11.00" (flap 2") or appropriate size - It should be ensured that Annual Report (Shareholder's Copy) properly fits into the envelope.
3. Printing : Bilingual (English & Hindi) on front side of the poly envelopes in single color

B Pre Gummed Address Labels

Suitable pre-gummed stickers including printing of address of Shareholders (1.95 lacs).
Address data to be provided by POWERGRID

Please note, the quantity of A & B may vary by ± 20% depending on the actual number of shareholders at the time of handing over of the final material to the printer.

III AGM NOTICE BOOKLET, ATTENDANCE SLIP AND WINDOW ENVELOP

A. AGM Notice Booklet

1. Size : 8.25" x 10.50"
2. No. of pages : 16
3. Printing : Single Color
4. Paper : 41 gsm Maplitho Paper
5. Quantity : **1.95 lacs**
6. Quantity Variation : $\pm 20\%$ variation in number of copies could take place depending on the actual number of shareholders at the time of handing over of the final material to the printer.
7. Binding : Centre Pinning

B. Attendance Slip

1. Size : A-4
2. No. of pages : 1
3. Printing : Printing of variable data like Event no., User ID, Password, Name & Address, etc.
4. Colour : Single colour
5. Paper : 70 gsm Maplitho Paper
6. Quantity : **1.95 lacs (Approx.)**
7. Quantity Variation : $\pm 20\%$ variation in number of copies could take place depending on the actual number of shareholders at the time of handing over of the final material to the printer.

C. Envelop (with Window)

1. Envelopes : 90 gsm Superprint paper
2. No. of Envelopes : **1.95 lacs** with $\pm 20\%$ variation in quantity
3. Size : 8.5" x 12.00" or appropriate size - It should be ensured that Notice Booklet & Attendance Slip properly fit into the envelope.
4. Printing : Bilingual (English & Hindi) on front side of the envelope in single color.

IV ANNUAL REPORT (DELUXE VERSION)

1. Size : 8.25 ” x 11.75 (International A-4 size)
2. Paper
 - i) Cover : 240 gsm Munken Lynx (Sona Papers Pvt. Ltd.)
 - ii) Text (4 col.) : 100 gsm Munken Lynx (Sona Papers Pvt. Ltd.)
3. No. of Pages : 388 + 4 (Cover)
4. Quantity
 - i) English : 200 nos.
 - ii) Hindi : 200 nos.
5. Printing
 - i) Cover : 4 color + provision of 5th colour if the design so conceived demands
 - ii) Inside pages : Throughout four colour.
Change in text only for Hindi version
6. Composing : Soft copy of English text will be provided
7. Designing : Covers & Inside layout
8. Proofing : Digital proof
9. Translation : The printer will be required to Translate the entire text of the Annual Report into Hindi (including its proof-reading)
10. Binding : Section sewing and perfect binding
11. UV coating : On covers (If required)
12. Varnish : Hi-gloss Aqueous coating throughout
13. Delivery :
 - a) Complete delivery of the printed copies (English & Hindi) at POWERGRID Corporate Office at your cost within 05 days of final approval of the artwork / proof.
 - b) A soft copy CD/DVD of the Annual Report both in English and Hindi versions should be delivered in Adobe PDF.

V ANNUAL REPORT OF SUBSIDIARY COMPANIES

1. Size : 8.25" x 10.50"
2. No. of pages : 496 (Text) + 4 (cover).
 $\pm 20\%$ variation in number of pages could take place
3. Printing
 - i) Cover : 4 + 4 Colors
 - ii) Inside pages : Single Color
4. Designing : Theme cover and Inside pages to be designed by the creative team of the Printer.
5. Paper
 - i) Cover : 100 gsm Art paper
 - ii) Text : 41 gsm Maplitho Paper
6. Quantity
 - i) English : 100 nos.
 - ii) Hindi : 100 nos
7. Binding : Section sewing and Perfect Binding

Note: Translation of English text to Hindi and Proof Reading to be done by the printer.

VI CMD'S SPEECH FOR AGM (BILINGUAL BROCHURE)

1. No. of Copies : 300 ($\pm 20\%$ variation in number of copies)
2. Language : Bilingual (English & Hindi)
3. Size : 8.25" x 11.75"
4. Number of pages : 20 pages
5. Paper : 130 gsm Munken Lynx (Sona Papers Pvt. Ltd.)
6. Color : 4+4 color
7. Binding : Centre stitching
8. Varnish : Hi-gloss Aqueous coating throughout
9. Translation : Translation from English to Hindi and its proof reading.

(There could be a $\pm 20\%$ variation in number of copies as well as pages.)

VII DELIVERY & DISPATCH

Continuing from the previous years the job of Dispatch of Shareholders' copies and AGM Notice have been separated from the scope of Printing.

Shareholders' copies shall be dispatched by a separate agency, to be appointed by POWERGRID. However, the Printer is required to arrange delivery of **1,95,000 copies each of Annual Report and AGM Notice with Attendance Slip and Address Labels** at the nearest address of the mailer (anywhere in the city of the printer's establishment) to be appointed by POWERGRID on or before scheduled date provided by POWERGRID. The remaining copies, if any, are to be delivered at POWERGRID Corporate Office, "Saudamini", Plot No.-2, Sector-29, Gurgaon-122001 (Haryana).

CMD's Speech for AGM, Copies of Annual Report of Subsidiaries and Deluxe version are to be delivered at the POWERGRID Corporate Office as per delivery schedule provided.
