

PICTC/Admin/I/141486/2026
Date February 11, 2026

Sub : Printing of Collaterals

The Corporation has desired to print two types of collaterals – **Startup Collateral** and **ESDM & IT Collateral**. The detailed specifications are as under:

| Sr no | Collateral specifications | No. of Collateral | Tentative pages in collateral | No., of copies of each collateral to be printed |
|-------|--|-------------------|---|---|
| 01 | Size when closed – 7.5" X 10" Size when opened – 15" X 10" Outer pages -04 Binding – Centre Staple Inner pages 170 GSM matt Outer page 300gsm matt Outer page lamination glossy Orientation – Portrait Paper – Bilt sinar mass | 1-2 approx | Startup Collateral – 36 pages IT Collateral – 48 Pages | 250 copies of each collateral |
| | | | | |

2. You are requested to provide your detailed rates in the following format:

| Sr | Collateral | Cost of printing | GST | Total Cost |
|----|--------------------|------------------|-----|----------------|
| 01 | Startup Collateral | << amt in Rs>> | | << amt in Rs>> |
| 02 | IT collateral | << amt in Rs>> | | << amt in Rs>> |

All the quotations should reach the Corporation on or before 5:00pm 12.02.2026 in sealed envelope. The work is to be completed within 2 days.

3. Other Terms and Conditions

Terms & Conditions

1. Quality of Printing & Paper

- The printing must be of high quality with sharp text, accurate colour reproduction, and proper registration.

- Paper quality must strictly conform to the specifications mentioned (170 GSM Matt for inner pages and 300 GSM Matt for cover).
- Use of specified paper brand *Bilt Sinar Mass* (or equivalent approved quality) is mandatory.

2. Proof Approval

- The successful bidder shall provide a printed proof/sample for approval before undertaking final bulk printing.
- Printing should proceed only after written approval from the Corporation.

3. Quantity Variation

- The Corporation reserves the right to increase or decrease the quantity of printing by up to **5%** without any change in the approved rates.

4. Delivery Timeline

- The entire work must be completed and delivered within **2 days** from the date of issue of work order.
- Delay in delivery may attract a penalty.

5. Delivery Location

- The printed collaterals must be delivered at the office of the Corporation at the bidder's own cost and risk.

6. Packing

- The material should be properly packed to prevent damage during transit. Any damaged copies shall be replaced by the vendor at no additional cost.

7. Rate Validity

- The quoted rates must remain valid for a period of **30 days** from the last date of submission of quotations.

8. Taxes & Duties

- GST and any other applicable taxes must be clearly mentioned separately in the quotation. No additional charges will be entertained later.

11. Payment Terms

- Payment will be released only after satisfactory completion of the work and verification of quantity and quality by the Corporation.

12. Rejection of Material

- The Corporation reserves the right to reject the entire or partial supply if the printing or material quality is found below the specified standards. The rejected material must be replaced immediately at the vendor's