

ENQUIRY NO. :	<b>OIL 62/7/ENQ-423</b>
ENQUIRY DATE :	<b>07.09.2009</b>
CLOSING ON :	23.09.2009 at 14.30 Hrs.
OPENING ON :	23.09.2009 at 14.30 Hrs.
BID SECURITY :	Not applicable
PERFORMANCE SECURITY:	Not applicable
Delivery Requirement :	Within 40 days from the Date of receipt of LOI

Sirs,

We invite you to submit your firm quotation for the designing and printing of a Book titled "Summons to Greatness" as specified in the enclosed Scope of Work. Your quotation must conform to the General terms & conditions given in the Annexure-II, Annexure-IV & V. Your special attention is drawn to the following:

- 1.0 The total charges should be quoted as per no. of copies specified in Scope of Work on F.O.R. destination basis. Offer should be submitted as per Annexure-I.
- 2.0 Your offer must include the following and must be submitted in sealed envelope addressed to Senior Adviser (C & P), Oil India Limited at Plot No.19, Sector-16 A, Noida – 201 301 within the stipulated date and time mentioned above :
  - (i) Enquiry No.
  - (ii) Full description of the material offered.
  - (iii) Any deviation in specification.
  - (iv) Best possible delivery for each item.
  - (v) Unit & total basic price for each item.
  - (vi) Validity of minimum 60 days from the date of bid opening.
  - (vii) Packing charges, if any.
  - (viii) Excise Duty, if applicable.
  - (ix) Taxes/ VAT etc. with a copy of registration certificate with appropriate authority.
- 3.0 In the event of your inability to quote for the materials, please send your 'Regret advice' for our record, failure of which may lead to deletion of your name from the vendor list.
- 4.0 Incomplete quotations will be summarily rejected.

Yours faithfully,  
OIL INDIA LIMITED

( G. C. DEV CHOUDHURY )  
CHIEF MANAGER (MATERIALS)  
FOR SENIOR ADVISER (C&P)  
FOR CHAIRMAN & MANAGING DIRECTOR

Encl: As above

## Annexure-I

### Scope of Work :

- The inputs will be provided to you will be text of the book in digital form
- About 30 – 35 colour/ Black & White photographs – high speed, high quality scanning
- Approximately 15 old B/W photographs to re-touch and modify
- Approximately 30 maps to re-touch or re-sketch
- The final output will require pre-press work including typesetting, layout, designing, editing, proofreading or any unforeseen additional work if required.

The specifications of the book to be printed are as follows :

- **Quantity** : 3000 copies
- **Size** : 267 x 267 mm
- **Pages** : 200 pages approximately + Cover
- **Colour** : 4 colour
- **Paper** : Text & PLC : 130 gsm Matt A/P  
JKT : 170 gsm Matt A/P  
E / L : 140 gsm maplitho
- **Design of cover & page layout designs** : Three cover designs to be submitted along with quotation in hard copy
- **Binding** : Hard case on 2.5 mm board with section sewn binding
- **Lamination** : On PLC & JKT
- **Finishing** : Foiling on JKT & PLC
- **Delivery** : Maximum 40 days from the date of issue of LOA
- **Cover design** : Lamination / Matt finish
- Spot lamination has to be done in few pages. **(You have to quote for the same in Annexure-III; but the same will not be considered for evaluation purpose)**

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**LIST OF PARTIES TO WHOML THE ENQUIRY WAS SENT**

M/s.Dun & Bradstreet Information Services Pvt.Ltd.  
ICC Chambers, Sakti Vihar Road,  
Powai, Mumbai-400 072

Kind Attn : Mr.Ravi Taneja,  
Head Sales – Economic Analysis group

M/s.Exposure Media Marketing Pvt.Ltd.,  
1<sup>st</sup> Floor, J.P. House,  
118, Shahpurjat,  
New Delhi – 110 049

Kind Attn : Mr.Rajiv Sethi, Managing Director

M/s.Mahaveer Publishers,  
4764/2A, Street No.23, Ansari Road,  
Daryaganj,  
New Delhi – 110 002

Kind Attn : Mr.Dilip Jha

M/s.Blueberry Books,  
F-27, Ground Floor,  
Lajpat Nagar – Part-II,  
New Delhi – 110 024

Kind Attn : Mr. Ashish Gupta

M/s.Trade Information Services,  
B1/1353, Vasant Kunj,  
New Delhi – 110 070