

SPECIFICATIONS FOR DESIGNING, PRINTING AND SUPPLY OF THE ACTIVITY PLAN 2021

Compliance with the following specifications should be clearly indicated using the format given in **Annex 1**, and the financial proposal should be submitted using the format given in **Annex 2**.

1. Designing, printing and supply of hard copies of the Activity Plan 2021

(i) Quantity

- **Number of copies**

One hundred and fifty copies:

English – 150 Copies

- **Content**

The content is approximately 150 pages (A4 size, font – 12 point,) depending on the final design. Content will be provided in soft and hard (printed) copies by PUCSL.

(ii) Designing

- **Cover page and inside layout**

- The selected party should design the cover page and inner pages (inside layout) including inserting appropriate photographs and images.
- The copyright ownership of the images should be with the company and should provided to PUCSL if requested.
- At least three designs for cover page should be provided for approvals.
- At least three designs for inner layout should be provided for approvals.

- **Images/Photographs**

- If any image/photographs are required the selected party should carry a photo -shoot (Maximum of 10 photos) or the selected party should have the copy rights of the images that they use for the report and it should be present to the PUCSL if required.

(iii) Printing

- **Specifications for printing the report**

- Paper size: A4 (portrait)
- Inner pages: should be printed on 120 gsm matt paper, **20 pages in four colour** (the colour pages can be within anywhere in the report) and balance in two colour (sample with the gsm value marked and certified by an authorized officer should be provided)
- Cover page: should be printed on 310 gsm matt(laminated) paper in four colour (sample with the gsm value marked and certified by an authorized officer should be provided)

- **Printing method**

- Offset

- **Samples**

- Paper quality samples for the inner pages and the cover page and a sample DVD (face printed) should be provided by all bidders, along with the quotation, for evaluation. All paper samples must be certified by the bidder with the paper gsm written on it.
- Three different designs of the Cover page and an inner page must be produced with the bid.
- Three different designs of the Cover page and an inner page must be produced within a week after placing the purchase order

- **Proofs**

- A first proof in the form of a soft copy should be provided in accordance with the below mentioned timeline.
- Final printed colour copy should be produced to PUCSL for approval before final printing.
- The supplier must ensure the content of the copies is proof read before submitting into the Commission for approval before final printing.

(iv) Delivery

- After handing over the final text in English Language, final products should be delivered within a one-month period.

(v) Additional requirements

- Two soft copies of the report (one in high resolution and second in low resolution) in PDF format should be provided in a CD/DVD.

	Description/Specification	Clearly indicate whether AGREEABLE or NOT
1	<p><u>Number of Copies (Annual Activity Plan)</u></p> <ul style="list-style-type: none"> • 150 Copies 	
2	<p><u>Designing</u></p> <p>Cover page and inside layout</p> <p>The selected party should design the cover page and inner pages (inside layout) including inserting appropriate photographs and images.</p>	

	<p>The copyright ownership of the images should be with the company and should be provided to PUCSL if requested.</p> <p>At least three designs for cover page should be provided for approvals.</p> <p>At least three designs for inner layout should be provided for approvals.</p> <ul style="list-style-type: none"> • Images/Photographs <p>If any image/photographs are required the selected party should carry a photo -shoot (Maximum of 10 photos) or the selected party should have the copy rights of the images that they use for the report and it should be present to the PUCSL if required.</p>	
3	<p><u>Printing</u></p> <p>Paper size: A4 (portrait)</p> <p>Inner pages: should be printed on 120 gsm matt paper, <u>20 pages in four colour</u> (the colour pages can be within anywhere in the report) and balance in two colour (sample with the gsm value marked and certified by an authorized officer should be provided)</p> <p>Cover page: should be printed on 310 gsm matt(laminated) paper in four colour (sample with the gsm value marked and certified by an authorized officer should be provided)</p>	
4	<p><u>Printing method</u></p> <p>Offset</p>	
5	<p><u>Time line and the Copies for first and final approval by PUCSL</u></p> <ul style="list-style-type: none"> • The First three designs should be provided to PUCSL within 5 days of the handing over the content by PUCSL • If the designs do not get approved, the supplier 	

	<p>should provide another set of three (3) designs in 5 days to PUCSL and If the PUCSL select one design from the first three designs and request changes, the supplier should provide it within 3 days.</p> <ul style="list-style-type: none"> • The First draft copy should be provided within 5 days of the approval of the final design • Every request change to the First draft copy should be made within 2 days • Final draft should be provided within 2 days of the final changes for the approval of the PUCSL • A final colour printed copy (a hard copy) should be provided prior to granting approval for printing • The printed report should be delivered to the PUCSL within 10 days of the approval for the final report 	
6	<p><u>Colour</u></p> <p>Multi Colour</p>	
7	<p><u>Additional requirements</u></p> <ul style="list-style-type: none"> • Two soft copies of the report (one in high resolution and second in low resolution) in PDF format should be provided in a CD/DVD. 	
8	<p><u>Samples</u></p> <p>Paper quality samples for the inner pages and the cover page and a sample DVD (face printed) should be provided by all bidders, along with the quotation, for evaluation. All paper samples must be certified by the bidder with the paper gsm written on it.</p> <p>Three Sample Reports by the Supplier should be provided along with the bid</p> <p>Three different designs of the Cover page and an inner page must be produced within a week after placing the purchase order</p>	
9	<p><u>Proofs</u></p> <p>A first proof in the form of a soft copy should be</p>	

	<p>provided in accordance with the below mentioned timeline.</p> <p>Final printed colour copy should be produced to PUCSL for approval before final printing.</p> <p>The supplier must ensure the content of the copies is proof read before submitting into the Commission for approval before final printing.</p>	
	<p><u>Delivery</u></p> <p>After handing over the final text in English Language, final products should be delivered within a one-month period.</p>	

Annex 2: Financial Proposal

	Item	Price LKR (before Tax)	Taxes	Total
1	Unit Price per Report			
2	Total Price for 150 reports			

Time Line

	Activity	Deadlines	Responsibility
1	Handing over Hardcopies (printed copy) of the activity plan	Within 5 days	PUCSL
2	First Designings Three Cover pages Three Inner layouts	Within 5 days of the copy handed over by PUCSL	Supplier
3	Proposed changes	Within a day	PUCSL
4	Final Designs for approval (Hard copies)	Within 05 days of the proposed changes	Supplier
5	First Full Draft in soft copies	Within 05 days of the proposed changes	Supplier
6	Corrections	Within 02 days	CCD-PUCSL
7	Final Colour printed versions	Within 05 days of the final corrections	Supplier
8	Approval for Final Versions	Withing 02 days of the submission	PUCSL
9	Delivery of Printed Activity Plans and Softcopies	Withing 10 days of the approval	Supplier

Note

If the supplier fails to make the delivery on time as stipulated in the purchase order and the specification the PUCSL will impose a surcharge of Rs.1000.00 per working day, for each day delay in supply of Items.