

SPECIFICATIONS FOR DESIGNING, PRINTING AND BINDING OF THE WEALEAVE GUIDELINE

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 of hard copies of the Guideline

i. Quantity

- **Number of copies**

800 copies (A copy contain Sinhala, Tamil and English)

- **Content**

The content is approximately 38 pages (A4 size, font size – 12 point, Times New Roman- Font type can be decided according to the approved design). Depending on the final design, the total number of pages of the report should not exceed 40 pages. Content in all the three languages will be provided by PUCSL both in **soft & hard copy format** at the time of placing the Purchase Order.

ii. Designing

- **Cover page and inner page layout**

- The selected party should design the cover page with appropriate photographs and images.
- The Copyright ownership of the images should be with the company or Copyright free images should be used.
- At least **three designs** for **cover page** should be provided for approvals.
- At least **three designs** for **inner layout** should be provided for approvals.
- If all the three designs provided by the supplier are **not up to satisfactory/acceptable level**, the supplier must provide **another additional set of three** designs for the approval (Both Cover and Inner)

iii. Validity Period of the Quotations

Validity period of minimum of 03 months (90 days) is required.

iv. Printing

- **Specifications for printing the report**

- Paper size: A4
- Inner pages: should be printed on 80 gsm matt paper.
- Cover page: should be printed on 250 gsm matt (laminated) paper in four colours (sample with the gsm value marked and certified by an authorized officer should be provided)

- **Printing method**

- Offset

- **Binding Method**
 - Perfect Binding
- **Samples**
 - **Samples** for the **inner pages** and the **cover page** 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 previous reports** designed and printed by the supplier to be provided with the bid.
 - **Three sample cover designs** and **inner designs** should be provided along with the bid for evaluation
- **Proofs**
 - All the proofs should be provided both in **soft & hard copy** format in all three languages according to the timeline, mentioned below.
 - Printed colour copies in **all three languages** (Sinhala, English & Tamil) should be produced to PUCSL for approval before final printing.
 - Designer should proof read the draft and ensure that the type settings are in accordance with the original content.
 - “Proof read assured copies” should be provided for approval.

v. **Delivery**

- Delivery should be made to the office of the Public Utilities Commission of Sri Lanka (PUCSL), at Level 06, BOC Merchant Tower, 28, St. Michael's Road, Colombo 03.

3. **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.
- The **plates** that are used for the Guideline should remain with the client for **six (06) months**.

Timeline

Milestones	Requirement & Deadline
Design of the Guideline	Three samples of cover page and inner page designs should be provided both in soft and hard format to the Consumer Affairs Division of PUCSL within 5 days (Calendar days) from the date of placing the purchase order, for the approval. Designs will be reiterated till the requirement is met, yet it must be finalized within an overall period of 10 days (Calendar days)
Approval for the	After finalizing and getting approval for the design, first draft of the Guideline

First draft of the Guideline	(both soft copies & hard copies) in all three languages should be provided to the Consumer Affairs Division of PUCSL within 3 days (Calendar days) from the date of approval of the design.
Approval for the Second draft of the Guideline	The supplier has to submit the second draft of Guideline (both soft copies & hard copies) in all three languages within 2 days (Calendar days) from the date of changes recommended.
Approval for the Third and final draft of the Guideline	The supplier has to submit the third draft (final draft) of Guideline (both soft copies & hard copies) in all three languages within 2 days (Calendar days) from the date of subsequent changes recommended. Three printed colour copies in all three languages should be provided for final approval. The supplier must bear the responsibility for the mistakes or errors appearing in the report after third draft of the Guideline, where entire process needs to be reiterated until the procurement entity is satisfied and all the requirements are met regarding the report.
Final Delivery of Guideline and DVD's	Both soft copies & hard copies of the Guideline in all three languages should be completed and delivered within 14 days (Calendar days) from the date of receiving the approval for printing.

***** Strictly No further extension of time will be permitted more than the timeline stipulated above table, unless due to a justifiable or unavoidable cause. The entire process must be completed within a maximum of 40 days from the date of issuing the Purchase Order (PO).**

****** Please note that the PUCSL will not entertain any conditional bids in the evaluation process*****

Annex 1: Compliance with Specifications

	Description/Specification	Clearly indicate whether agreeable or NOT
1	<p><u>Number of Copies</u></p> <ul style="list-style-type: none"> 800 copies (A copy contain Sinhala, Tamil and English) 	
2	<p><u>Designing</u></p> <p><u>Cover page and inner page layout</u></p> <ul style="list-style-type: none"> The selected party should design the cover page inserting appropriate photographs and images. The Copyright ownership of the images should be with the company or Copyright free images should be used. At least three designs for cover page should be provided for approvals. At least three designs for inner layout should be provided for approvals. If all the three designs provided by the supplier are not up to satisfactory level, the supplier must provide another set of three designs for the approval (Cover and Inner) 	
3	<p><u>Validity Period of the Quotation</u></p> <p>90 days</p>	
4	<p><u>Printing</u></p> <ul style="list-style-type: none"> Specifications for printing the report <ul style="list-style-type: none"> Paper size: A4 Inner pages: should be printed on 80 gsm matt paper. Cover page: should be printed on 250 gsm matt (laminated) paper in four colours (sample with the gsm value marked and certified by an authorized officer should be provided) 	
5	<p><u>Printing method</u></p> <ul style="list-style-type: none"> Offset 	
6	<p><u>Proofs</u></p> <ul style="list-style-type: none"> All the proofs should be provided in both 	

	<p>soft & hard copy format in all three languages according to the timeline mentioned separately.</p> <ul style="list-style-type: none"> ○ A printed colour copy in all three languages (Sinhala, English & Tamil) should be produced to PUCSL for approval before final printing. ○ Designer should proof read the draft and ensure that the type settings are accurate and in accordance with the original content. ○ Proof read assured copies should be provided for approval. 	
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> <ul style="list-style-type: none"> ● Samples for the inner pages and 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 previous reports designed and printed by the supplier and a sample DVD with auto-run menu has to be provided with the bid. ● Three sample cover designs and inner designs should be provided along with the bid for evaluation 	
11	<p><u>Delivery</u> <u>Designs</u></p> <p>Three samples of cover page and inner page designs should be provided to the Consumer Affairs Division of PUCSL within 05 days (Calendar days) for the approval, from the date of placing the purchase order. [Designs will be reiterated till the requirement is met, yet it must be finalized within an overall period of 10 days (Calendar days)]</p>	

First Proof

After finalizing and getting approval for the design, first draft of the Guideline (**both soft copies & hard copies**) in **all three languages** should be provided to the Consumer Affairs Division of PUCSL within **03 days (Calendar days)** from the date of approval of the design.

Second Proof

The supplier has to submit the second draft of Guideline (**both soft copies & hard copies**) in **all three languages** within **03 days (Calendar days)** from the date of changes and finalizing the report (after making all the requested changes) by the PUCSL.

Third Proof and the Final Proof

The supplier has to submit the third draft (final draft) of Guideline (**both soft copies & hard copies**) in **all three languages** within **03 days (Calendar days)** from the date of subsequent changes recommended to the second draft of the report by the PUCSL

Three printed colour copies in all three languages should be provided for final approval.

The **supplier** must bear the **responsibility** for the **mistakes appearing** in the report **after third draft** of the Guideline, and reiteration of the process until the procurement entity is met and is satisfied with the report.

Final Delivery

Both soft copies & hard copies of the Guideline in **all three languages** should be completed and delivered within **14 days (Calendar days)** from the date of receiving the approval for printing.

	Please Note that the specific dates for the above would be mentioned in the purchase order.	
12	Supplier should strictly adhere to the above-mentioned timeline and any delays made by the supplier is subjected to a penalty payment of 1000 LKR per day.	
13	Binding Method : Perfect	

Annex 2: Financial Proposal

	Item	Price LKR (before Tax)	Taxes	Total
1	Unit Price per Guideline			
2	Total Price for 800 Copies			

TEC Approval for Specifications

Name	Capacity	Recommended the above Specifications (Yes/No)	Signature
Mr. Laksiri Lokuhewage	Chairman		
Mr. Sameera Adikaram	Member		
Mr.W.A.T Dhanushka	Member		