

27th August '2025

SEPC/Tender (AR) – 2024-25

Sub: Tender for inviting quotation for Printing of SEPC Annual Reports for the F.Y. 2024-25

Services Export Promotion Council (SEPC) DPT -417, 4th Floor, Prime Towers, Plot No. 79 & 80, Pocket – F, Okhla Industrial Area Phase -I, New Delhi –110 020 invites quotation for **“Printing of SEPC Annual Report 2024-25 English and Hindi version”**.

Interested firms/companies may submit their estimate/price bid by post in a sealed packet latest **by 5th September' 2025 (5 PM)** to the SEPC's office address as mentioned above. The Complete printing and delivery of the annual is required to be completed within 3 days after providing printing material by SEPC.

Kindly send your quotes as per the specification mention as under: -

A. Specification of Annual Report (English)

Size: 8.125 x 8.125 (Open Size)

Inside pages 130 GSM

Quantity: 100 copies

Cover page: 250 GSM+ Mat laminations

Page: 60 ± 10 + Cover (Approx.) – Printing both side

B. Specification of Annual Report (Hindi)

Size: 8.125 x 8.125 (Open Size)

Inside pages 130 GSM

Quantity: 60 copies

Cover page: 250 GSM+ Mat laminations

Page: 60 ± 10 + Cover (Approx.) – Printing both side

Kindly quote Tender number **“SEPC/Tender (AR) – 2024-25”** on the cover of the envelope.

Note: -

- SEPC reserves the right, at its sole discretion, to accept or reject any quotation, in whole or in part, without assigning any reason whatsoever.
- The bidder/firm must be capable of delivering the printed Annual Report within three (3) days from the date of receipt of the final printing material from SEPC.
- The bidder/firm must possess a valid GST registration number and comply with all applicable statutory requirements.
- The bidder/firm must have an in-house facility for English-to-Hindi translation to meet the bilingual content requirement, if needed.
- SEPC reserves the right to revise or amend the required annual quantity, if deemed necessary, at the time of issuing the work order.
- The bidder/firm shall ensure the quality of material and printing strictly as per the specifications provided by SEPC. Any deviation in paper quality, printing quality, or Team SEPC

Team SEPC