

**EMBASSY OF INDIA  
SEOUL**

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27<sup>th</sup> January 2016

**Subject: Bids for Translation, Designing and Printing of Brochure**

Bids are invited for Translation, designing and printing of India Attractiveness Survey brochure into Korean language as per details given below:

| Item  | Details  |
|---|--|
| <b>Translation</b>  |  |
| Translating of Brochure text from English to Korean language                        | 23,094 words/ 64pgs of A4 size sheet   |
| <b>Designing/ Printing Work</b>   |  |
| Re-Designing and pre-printing work of the Brochure including filling in Korean text | 64pgs of A4 size sheet   |
| Re-Designing the maps and pictures  |  |
| Printing of Brochures-100 copies  | 100 copies of 64 pgs, A4 Size paper<br>Color Both sides /64pgs/<br>Cover: 250g Snow white paper/Coated paper<br>Inner pages- 150g Snow white paper |

2. Bids should be submitted physically or by email /courier/ post latest by 15 February 2016

3. Bidders can quote for each of the three parts of the scope of work separately viz. Translation, Designing and Printing or for any or all of these.

4. Price quoted should be on an all-inclusive basis and shall include the cost of all services, personnel, material, transportation, delivery, etc. Inclusion/exclusion of VAT and other levies/taxes, where applicable, should be clearly specified.
5. Once the tender is awarded, the winning bidder[s] will have to complete the awarded jobs [s] within a month.
8. Winning bidder[s] would be supplied the requisite material in the form of soft copies to undertake the Translation, Designing and Printing work and shall be required to maintain the confidentiality of the material supplied.
9. The winning bidder will also be required to supply the finished product i.e. printed brochures in physical form and translated text and redesigned material in soft copies at the Embassy premises.

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27.1.2016