

Dear Sir / Madam

Sub: Designing and Proofreading services for EPCES Publications

Export Promotion Council for EOUs & SEZs (EPCES) was set up by the Ministry of Commerce & Industry to service the export promotional needs of Export Oriented Units and Special Economic Zones in the country. EOU/SEZ Sector contributing 1/3rd to the national exports. Exports from this sector during 2021-22 was to the extent of Rs. 9.9 lakh crore with an investment of more than Rs. 6.5 lakh crore and providing direct employment to more than 28 lakh people. Approximately 8,000 EOUs/SEZ units/SEZ Developers are operational in India. Government of India has authorized EPCES to issue RCMC to all the EOUs/SEZ units/SEZ Developers, to avail any incentive/drawback of the EOU/SEZ Scheme.

Designing and proofreading services are required from experienced professionals/firms/companies for the following publications:

- (i) Quarterly EPCES NEWS magazine (approximate 80-90 pages along with cover)
- (ii) Monthly Trade Bulletins (approximately 65-70 pages along with cover)
- (iii) Annual Report (English) (approximate 70-80 pages along with cover)
- (iv) Annual Report (Hindi) (approximate 70-80 pages along with cover)

Copies of the publications are available at <https://www.epces.in/epces-publications.php> for reference purposes

Material will be provided by EPCES in word/excel/jpeg formats (wherever applicable).

Draft Designed material should be made available to EPCES within 5 working days. Once finalised, the material should be proofread and final proofread designed material should be made available to EPCES in high resolution printable PDF file and e-book with clickable index along with the open file concerned within 2 working days.

It is requested that interested professionals/firms/companies may send their technical and financial bids in separate files for designing of the above publications.

Technical Bids should mention a brief background and relevant experience of designing such publications.

Financial Bids should mention their quotation (in lump sum, excluding taxes) separately for designing and proofreading of the above publications.

Bids should be submitted in password protected files. Passwords should be submitted separately on the day of opening of technical and financial bids when asked.

The last date of submission of technical and financial bids is 11th June 2024 by 3.00 PM.

Please mail us at dg@epces.in and ddg@epces.in

Regards

EPCES

