

NOTICE INVITING QUOTATION FOR PRE PRESS WORKS OF SPICE INDIA – ENGLISH, MALAYALAM, KANNADA, TAMIL MONTHLIES

Spices Board invites quotations for the pre production of its monthly publications from Pre - press Production units and DTP workers for Spice India in English, Malayalam, Kannada and Tamil.

The Major duties and responsibilities of pre press units:

1. Sourcing of articles related to spice farming, success stories of spice farmers and all other matters which are helpful to spice farmers. Original articles are to be sourced from experts, authors, scientists, farmers, academicians and popular writers for which honorarium will be paid by the Spices Board. (The Board has the system of paying honorarium to the contributors which will be arranged from HQs after the release of the concerned editions)
2. Development of editorial content with particular focus on soil conservation, water conservation, spices cultivation, seedling and saplings production, Mechanisation in spices, harvest operations, post harvest production technology, processing, Post production, Innovations in the field of Spices, Packaging and marketing of spices in domestic and international markets
3. Translation of common and popular articles from English to Kannada and Tamil. The cover stories and the cover pages will be common for all. The cover page will be send via email in PDF form
4. Editing and rewriting for readability, if necessary of the articles for publication every month.
5. Layout and Design of the journals as instructed by the Editor, who is responsible for the production of the magazine.
6. Placement of relevant photos from sources and issued by the Board. Sourcing of photographs for publication along with the texts.

7. The journal is multi coloured, ¼ in size and contains minimum of 40 and the maximum of 56 pages (including cover). At present 16 – 22 advertisements in PD Format is made available to you. The advertisements in PD Format forwarded must be placed for publication on the pages as instructed by the Editor.
8. The language used may be simple and easily understood by the common readers.
9. The completed work of the journal is to be sent to the Editor or the officer identified by the Spices Board. The completed work of the each journal is sent every month by mail (in CD/DVD if needed to be) as per the following schedule:
10. The final output is to be send to Spices Board HQ in Ernakulam by email as per the tentative schedule dates fixed below for the time being

First set of matters to press	Cover Page	Cover Page Finalization	Main feature to Pre press unit	First proof to Editor	Second proof to Editor	Final proof to press	Releasing Date	Language
31 st of every previous month	1 st of Every month	3 rd of every month	3 rd of every month	8 th of every month	11 th of Every month	14 th of every month	19 th of every month	Spice India English
31 st of every previous month	1 st of every month	3 rd of every month	3 rd of every month	8 th of every month	12 th of Every month	16 th of every month	21 st of every month	Spice India Malayalam
31 st of every previous month	1 st of Every month	3 rd of every month	3 rd of every month	8 th of every month	18 th of every month	20 th of every month	29 th of every month	Spice India Kannada
31 st of every previous month	1 st of Every month	3 rd of every month	3 rd of every month	8 th of every month	20 th of Every month	22 nd of every month	29 th of every month	Spice India Tamil
31 st of every previous month	1 st of Every month	3 rd of every month	3 rd of every month	8 th of every month	21 th of Every month	23 rd of every month	28 th of every month	Spice India Hindi

11. The list of authors with their contact details and the title of the articles are to be sent to the HQ only after the release of the magazines.
12. Planning for each issue, especially with regard to articles may be done after taking approval of the Editor.
13. Pre Press Units engaged in the work must execute a bond worth Rs 50,000 (Rupees Fifty Thousand Only) with Spices Board as Caution Deposit.

The work of **DTP operators** for the above mentioned languages consists of:

1. Setting up of pages with appreciable layout and design conforming standards of the Spices Board.
2. Placing text file, setting indents, table manipulations, numbering, special characters, spell check and rearranging pages as instructed by the Editor.
3. Document enhancement
4. The DTP Units engaged in the work must execute a bond worth Rs 25,000 (Rupees Twenty Five Thousand Only) with Spices Board as Caution Deposit.

Total pages: Minimum of 40 and Maximum of 52 pages including cover [The cover pages are designed in Coral draw in Ernakulam] with out mast head. Masthead should be placed by you with the standards of the Board

The rates quoted per issue:

1. Preparing, editing and proof reading

Charges [Consolidated]: Rs.....

2. Designing and Layout charges per page: Rs.....

(Which include everything related with production of pages in PD format)

For the DTP operators:

The rates quoted per issue:

1. Composing, lay out & designing of each pages

Charges [Consolidated]: For minimum of 40 and maximum of 52 pages including cover [The cover pages are designed in Coral draw in Ernakulam] Rs.....

2. Designing and Layout charges per page: Rs.....

(Which include everything related with production of pages in PD format)

The Journal will be multi colour of demi ¼ sizes (Size of the magazine: 22.7 x 18.5 cm's: Bleed size : Proportionate) and will have a minimum of 40 to maximum 52 pages. The production house will have to complete the work of the journal and forward the final out put in printable document format to the head office in Ernakulam by e mail within the stipulated dates fixed from time to time. Interested people / parties or groups may submit their Sealed Quotations with details of costs, to execute the work for a period of two years, with their credentials to The Assistant Director (Publicity), Spices Board, N.H Bypass, Palarivattom P.O., Ernakulam, Kerala 682025, on or before 10th February 2017. The selection will be purely on the basis of the lowest quote and competency of the production house ascertained by the committee headed by the Secretary, Spices Board.