



CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE
61-65, Institutional Area, Janakpuri, New Delhi-110058

TENDER NOTICE

Sealed tenders in two bid systems viz. technical and financial for printing of all types of publications of the Council are invited from registered press/printers having at least five years of experience. The approximate annual expenditure for printing of publications of the Council is Rs. 30 Lakh (Rupees Thirty Lakh only).

The publications may include journals, newsletter, monographs, books, annual reports, calendar, folders, booklets, DO letter, letterhead, CDs (sticker), cover labels, etc. in English, Hindi, Urdu and other Indian languages. The term of tender initially shall be for one year which may be extended on the existing rates subject to the approval of the competent authority. Tender document can be obtained from Room Number 606 of the Council during working hours on payment of Rs. 250.00 (Rupees two hundred and fifty only (non-refundable) through bank draft in favour of "DIRECTOR GENERAL, CCRUM" payable at New Delhi. It may also be downloaded from <http://www.ccrum.res.in/> or Central Public Procurement Portal and the tender fee of Rs. 250/- may be submitted along with the tender form. **Duly filled-in tender form should reach CCRUM by 4.00 p.m. on August 20, 2019. The technical bid will be opened on the same day at 5:00 p.m.**

Assistant Director (Administration)



CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

61-65, Institutional Area, Janakpuri, New Delhi-58

File No. 12-6/2-2018-CCRUM/Pub/Tender

Dated:

TENDER DOCUMENT No. ____

(FOR PRINTING OF THE PUBLICATIONS OF THE COUNCIL)

1. INSTRUCTIONS TO THE BIDDERS

- a. Please read the tender document thoroughly and carefully before filling it.
- b. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this tender document.
- c. The printing press must be located in an Industrial Area in Delhi only. However, the printers with pre-press unit in Delhi and printing set-up in NCR may also be considered. The bids of printers situated in unauthorized / residential areas will not be considered.
- d. The bidders must have at least five years of experience of works similar to those mentioned in 'Scope and Schedule of Work'. Proofs (such as work orders) in support of these are to be attached with the technical bids.
- e. The bidders must also have computer operators / artists skilled in typesetting and designing of left-to-right scripts (e.g. English, Hindi, etc.) and right-to-left scripts (e.g. Urdu, Persian, Arabic, etc.).
- f. The deadline for submission of tender is **4:00 PM, August 20, 2019.**
- g. The technical bids shall be opened at **5:00 PM** (on the last date of tender submission). The bids will be opened in the presence of bidders or their authorized representatives, if any.
- h. The tender document may be obtained and submitted to the office of Assistant Director (Administration), CCRUM on payment of the prescribed fee. Alternatively, it may be downloaded from this council's website <http://www.ccrum.res.in/> or Central Public Procurement Portal and the prescribed fee may be submitted along with the tender document.
- i. The fee of tender document is Rs. 250.00 (Rupees two hundred and fifty only (nonrefundable) to be paid in the form of Demand Draft, drawn in favour of Director General, CCRUM, payable at New Delhi.
- j. An EMD of Rs. 25,000.00 (Rupees twenty five thousand only) in the form of Demand Draft is also to be enclosed with technical bid. It shall be liable to be forfeited, if wrong information is furnished with regard to the qualifying technical and financial proposals.
- k. EMD of all the bidders, except those whose technical bids are accepted, shall be returned after finalization of the technical bids as soon as possible, and no interest shall be paid thereon.
- l. EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner within the period of the validity of the offer.

If the successful bidder fails to furnish the Performance Guarantee within the stipulated period, the EMD shall be liable to be forfeited.

- m. The tender is to be submitted in two parts viz. 'Technical Bid' and 'Financial Bid'. The two bids should be covered and sealed in two separate envelopes and marked as 'TECHNICAL BID' and 'FINANCIAL BID' respectively which must be put in another sealed envelope superscripted as "DO NOT OPEN EXCEPT IN THE PRESENCE OF THE EVALUATION COMMITTEE".
- n. The technical bid must be submitted in Annexure I & II of this document with covering letter and supporting documents. It must also carry a copy of the document, except annexure III, duly signed in by authorized signatory and sealed with company stamp. The following documents must be necessarily enclosed with the technical bid:
 - i. Press declaration
 - ii. Copy of Firm's Registration / Partnership Deed / Power of Attorney
 - iii. Proof of registration with Directorate of Industries
 - iv. Proof of Sales Tax / VAT/GST
 - v. Proof of Income Tax Registration
 - vi. Copy of PAN and ITR and balance sheet of last three years duly certified by CA.
 - vii. List of clients to whom similar nature of works done by the firm, as mentioned in the document during the last five years
 - viii. Any other documents in support of technical details
 - ix. Authorization of the bidder for signing the tender documents
 - x. Samples of papers mentioned in Annexure III bearing their specifications.
- o. The financial bid must be submitted in Annexure III. The bid must not contain any interlineations or overwriting except when necessary to correct errors made by the concerned themselves, in which case such corrections must be initialed by the person or persons signing the proposal.
- p. The bidder shall submit all the documents required as per tender document at the time of submitting bid. No document shall be entertained thereafter.
- q. The tender for the printing of the Council's publications be quoted in the attached Annexures 1 to 3 only. In no case any other price list shall be entertained.
- r. The bids must reach the office of **Assistant Director (Administration), Central Council for Research in Unani Medicine, Room No. 603, JLN Anusandhan Bhawan, 61-65 Institutional Area, Janakpuri, New Delhi – 110058** within the deadline.
- s. Financial bids of only technically qualified bidders shall be opened in the presence of bidders or their authorized representatives, if any. The time and

date of opening the financial bids shall be communicated to the qualified bidders well in advance.

- t. The bids shall be evaluated in two phases – technical and financial.
 - i. In the first phase, the technical bids shall be opened and evaluated on the basis of details and supporting documents given by the firm in Annexure I & II, samples of work done in the past 5 years, samples of papers submitted, availability of in-house well-equipped infrastructure and skilled manpower, and conformity with other requisites, e.g. EMD and tender fee, if downloaded from website. Non-fulfillment of criteria will lead to rejection of the proposal in totality. The bids evaluation committee may also visit the bidding firms to verify the contents and details submitted in the technical bid. This phase would be qualifying and all the bidders satisfying technical requirements would be treated equally in the financial bid.
 - ii. In the second phase, the financial bids shall be opened for their evaluation. The rates quoted in Forms I, II & III shall be compared in terms of 1) Number of items with lowest rates; 2) Average of item-wise quotations in Form I; 3) Total of item-wise quotations in Form I; 4) Average of item-wise quotations in Form II; 5) Total of item-wise quotations in Form II; 6) Average of item-wise quotations in Form III; 7) Total of item-wise quotations in Form III; 8) Overall average of item-wise quotations in Forms I to III; 9) Grand total of item-wise quotations in Forms I to III; and the bidder with lowest rates in maximum parameters shall be considered L1 and will be considered for award of the contract.
- u. The tender may be either modified or cancelled in part or full on the discretion of Director General, CCRUM without assigning any reason thereof.
- v. The bids shall be valid for three months from the date of opening of the bids.

2. CONDITIONS OF CONTRACT

- a. The term of tender shall be one year which may be extended on the existing rates subject to the approval of the competent authority.
- b. If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, Director General, CCRUM shall determine the matter and his decision shall be final and binding up on the parties hereto.
- c. The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding up on the parties hereto or up on either of them unless the said modification shall be in writing and duly executed by CCRUM and the firm.

- d. The contract shall not be assigned or sublet or outsourced to any third party, in whole or in part by the firm without prior written consent of Director General, CCRUM. Any assignment or subletting of this contract by the firm without prior written consent of Director General, CCRUM or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void.
- e. The Director General, CCRUM has the powers to cancel the contract at one-week notice, if the services of the contractor are found not satisfactory or otherwise.
- f. This contract shall not be deemed an asset in any form by the firm.
- g. No claim on account of sales tax, service tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the contractor himself.
- h. The CCRUM shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract.
- i. The payments to be made by the CCRUM are subject to TDS as per Income Tax Rules / Laws.
- j. The payments as per the contract shall only be released after the complete and satisfactory delivery of the printed material in full.
- k. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, **the successful bidder shall also execute an agreement on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) for the due fulfillment of the contract** within the period to be specified in the letter of acceptance. The contractor shall have to pay the cost of the agreement.
- l. **The successful bidder shall furnish a Performance Guarantee for an amount equivalent to 7% of the contract value.** It may be furnished in the form of an account payee demand draft, fixed deposit receipt from a commercial bank or bank guarantee from a commercial bank.
- m. In case the bidder fails to execute the order of printing of CCRUM's publications within the stipulated time, the performances guarantee shall be forfeited, and the work will be got done through some other printer. In case of any increase in such case in the cost of printing of the publications of the Council, the same shall be the liability of the bidder who failed to execute the order. If the contractor violates any of the terms and conditions, the performance guarantee shall be liable for forfeiture, wholly or partly, as decided by Director General, CCRUM and subsequently the contract may be cancelled.

- n. The performance guarantee shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined, the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Council to the contractor.
- o. All payments to the contractors will be made by the Accounts Officer in due course by crossed cheques or drafts drawn on the Bank of India.
- p. All incidental expenses incurred by the Council for making payments outside the district in which the claim arises shall be borne by the contractor.
- q. In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes to make any composition with his creditors for settlement of his debts, or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or in case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits the contract shall there upon after notice given by the Director General, CCRUM to the contractor be determined and the Council may complete the contract in such time and by such persons as the Council shall think fit. All expenses and damage caused to the Council by any breach of contract by the contractor shall be paid by the contractor to the Council and may be recovered from him under the provisions of the Revenue Recovery Act in force.
- r. In case the contractor fails to deliver the material within the time provided for delivery of the same, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on as part to be observed and performed then and in any such case, it shall be lawful for the Council (if they shall think fit to do so) To arrange for the printing of said materials from elsewhere for and on behalf of the Council and by an order in writing under the hand of the Director General, CCRUM put an end to his contract and in case the Council shall have incurred, sustained or been put to any costs, damages or expenses by reasons of such purchase / printing or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the Council under and by virtue of this contract, it shall be lawful for the Council to withhold temporarily payment payable or owing to the contractor from the Council under or by virtue of this contract,

or otherwise, to pay and reimburse to the Council, all such costs, damages and expenses they may have sustained, incurred due to reason of the purchase made elsewhere or by reason of this contract having been so put to an end, as aforesaid and also all such differences in prices, compensation, loss costs, damages, expenses and other expenses as shall be payable to the council. Notwithstanding anything contained in the general conditions mentioned herein the Council reserves the right to exclude any item in the list and procure the same through other means, at any time if it is considered necessary.

- s. In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted in the court within the jurisdiction in New Delhi/Delhi Courts only.
- t. Any expenses due and payable to the contractor (including Performance Guarantee returnable to him) under this contract may be appropriated by the Director General, CCRUM and set off against any claim of the Council for Research in Unani Medicine (CCRUM) for the payment of a sum of money arising out of or under any other contract made by the contractor with the Director General, CCRUM or any other person authorized by the Director General, CCRUM.
- u. Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally or may be addressed to the contractor by post at his usual or last known place of work or abode or business and if so addressed and posted shall be deemed to have been served on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.
- v. The bidders should quote rates for all items of work involved in execution of the printing work. The price for paper that may be quoted should be inclusive of all taxes, duties etc. The Council will not be liable to pay any fluctuation in rates for paper. In any case the successful bidder shall bind him to execute the work entrusted at the rates quoted by him including the cost of paper. Complete specifications should be spelt out and samples furnished in respect of papers for printing, text-printing, cover printing etc. should be matched. Sub-standard, defective articles / papers / printing work will not be accepted. The same is to be rejected and no payment will be made. The samples of work and other specifications can be seen in the Council office during working hours. Marginal adjustments in size will be allowed depending on availability of paper. For facility of reference a Proforma is enclosed giving the items for which normally rates should be quoted in addition to information that may be required to be furnished as per tender conditions.

- w. Special conditions, if any, printed on the quotation sheets of the bidders or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Council.
- x. The galley and press proofs should be got approved from the Council before final printing is done. The material is to be sent to the Council for this purpose. Any minor changes made therein for betterment is to be accommodated without extra charges. The Council shall not pay for any additional cost after approval of the press proof.
- y. Greek letters, diacritical marks and other intricate letters are likely to be used by the Council in its Books/Monographs and other publications as and when required for which no additional payment will be made by the Council.
- z. Paper is to be provided by the firm/press and no advance will be given for this purpose.
- aa. The Council shall not pay for wastage of paper in the printing process or any other material during the entire process of printing the job.
- bb. The printer shall submit at least two soft copies including open files with all links, and high-rays and low rays PDF files in CD/DVD for each printed job at his own cost.
- cc. The printer shall supply the printed material in properly packed cartons to the Council headquarters or its godowns at his own cost. The material should be packed in such a way that the same can be stored in godowns/sent by post without any fear of damage. The quantity of material to be kept in a single packet shall be communicated by the Council for each job.
- dd. The press will not have any kind of copyright whatsoever in respect of the publications printed by them.
- ee. The rates accepted shall be valid for the period of contract.

3. SCOPE AND SCHEDULE OF WORK

- a. The work requirement under this tender shall include, but not limited to, typesetting, designing, layout making, planning and printing of the Council's publications as mentioned in the below table according to the requirement and order placed from time to time:

| S. No. | Name of the Publication | No. of pages | Scripts |
|--------|---|------------------------------------|------------------------------------|
| (A) | Journal (Quarterly) | 100 printed pages approx. for each | English/Urdu/Hindi |
| (B) | Newsletter (Bi-monthly) | 20pages approx. | -do- |
| (C) | Monographs/Books on Clinical and Drug Research in Unani | 100-1000 printed pages approx. | English/Hindi/Urdu/ Arabic/Persian |
| (D) | Annual Reports and Audit | 200 pages approx. | English/Hindi |

| | | | |
|-----|--|------------------------|--|
| | Statement of Accounts | | |
| (E) | Folders/Leaflets/Flyers | 1000 numbers approx. | English/Hindi/ Regional /Foreign Language(s) |
| (F) | Digital Posters | Depending upon demand. | English/Hindi/ Regional /Foreign Language(s) |
| (G) | Booklets | 25 pages approx. | English/Hindi/ Regional Language(s) |
| (H) | UPI (Book) Printing | 200 pages approx. | English/Hindi |
| (I) | Screen/offset Printing of DO Letter, Letter Head (Pad) | Depending upon demand. | English/Hindi |
| (J) | CD (Sticker) and Cover Label Printing | Depending upon demand. | English/Hindi/ Regional Languages (s) |
| (K) | Calendar | As per demand | English/Hindi |

- b. The printer shall submit the press proof of the assigned job within 3 days of finalization of prepress process.
- c. The final product shall be delivered in full within 10 days of intimation of approval of press proof.
- d. The above schedule is for normal conditions; however, in case of any urgency from the Council's side, the printer shall be required to cooperate and deliver the job on short notice.
- e. Time is essence of this contract. Therefore, no extension of time, for whatsoever reason, shall be permitted in the above schedule.
- f. The printed stock is required to be delivered in full within the stipulated time. Extension of time shall not be permitted.
- g. The bidders may please note that CCRUM reserves the right to carry out correction in the manuscripts at any stage.
- h. Printer will be responsible for any error/ difference from the final proof. Errors once corrected will not be checked in later version and if cropped up it will be the sole responsibility of the printer and subjected to penalties.
- i. Time wasted due to typographical errors or omissions would be counted and no extension of time would be allowed on this pretext.

Assistant Director (Administration)
CCRUM

Technical Proposal Submission Letter

From

(Name and address of bidding firm)

To,

The Assistant Director (Administration)

Central Council for Research in Unani Medicine

61-65, Institutional Area,

Janakpuri, New Delhi – 110 058

Subject: Tender for Printing of Publications of CCRUM

Sir,

I/we hereby tender to undertake the printing work of CCRUM, under the terms and conditions specified in the tender document, the whole of the work referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the Council. The materials will be delivered within the time and at places specified. I hereby submit my Technical Proposal for the same.

I understand you are not bound to accept any proposal you receive.

Yours sincerely,

Signature of Bidder / Authorised Signatory

Name

With Seal of the Firm

PARTICULARS OF THE FIRM

| S. N. | Particulars | Information |
|--------------|--|---------------------------------|
| | Name of the company | |
| | Registered Office Address | |
| | Telephone | |
| | Mobile | |
| | Email | |
| | Website | |
| | Former Name (if any) | |
| | Type of Organization | |
| | Year of Establishment | |
| | Year of Commencement of Operation | |
| | Total Experience | |
| | Year in which printing work started | |
| | Experience in undertaking works similar to those mentioned in the scope of works | |
| | Amount and Details of EMD | |
| | Period of Validity of Tender | |
| | Details of Supporting Documents | Total Pages _____ |
| | • Press Declaration | Yes at Annexure No. _____ No |
| | • Copy of Firm's Registration / Partnership Deed/ Power of Attorney | Yes at Annexure No. _____ No |
| | • Proof of registration with Directorate of Industries | Yes at Annexure No. _____ No |
| | • Proof of Sales Tax / VAT / GST | Yes at Annexure No. _____ No |
| | • Proof of Income Tax Registration | Yes at Annexure No. _____ No |
| | • Copy of ITR and balance sheet of last three years duly certified by CA | Yes at Annexure No. _____ No |

| | | |
|--|---|---|
| | <ul style="list-style-type: none"> List of clients for whom similar nature of works done by the firm as mentioned in the document during the last five years | Yes at Annexure No. _____ No |
| | <ul style="list-style-type: none"> ISO Certificate | Yes at Annexure No. _____ No |
| | <ul style="list-style-type: none"> Empanelled with DAVP | Yes in Category___ Certificate at Annexure_____ No |
| | <ul style="list-style-type: none"> Any other documents in support of technical details | Yes at Annexure No. _____ No |
| | <ul style="list-style-type: none"> Samples of papers mentioned in Annexure III bearing their specifications | Yes at Annexure No. _____ No |
| | <ul style="list-style-type: none"> List of Pre-press Equipment/Machineries (Owned) | Annexure at_____ |
| | <ul style="list-style-type: none"> List of Owned Machineries for Press Work | Annexure at_____ |
| | <ul style="list-style-type: none"> List of Owned Machineries for Post Press Work | Annexure at_____ |
| | <ul style="list-style-type: none"> Number of DTP Operators / Designers with their Bios | No. _____ Bio data at Annexure_____ |
| | Name and address of the authorized signatory /contact person for this Tender | |
| | Whether letter of Authority for attending bid opening is enclosed with Tender? | Yes at Annexure No. _____ No |
| | | |

Signature of Bidder / Authorised Signatory

Name

With Seal of the Firm

Date:

Place:

**WORKS OF SIMILAR NATURE AND MAGNITUDE
SUCCESSFULLY COMPLETED DURING LAST 3 YEARS**

| S.No. | Description of Work | Address of Organisation with phone No. for which assignments done | Sample Attached Yes/No |
|--------------|----------------------------|--|-------------------------------|
| 1. | Annual Report | | |
| 2. | | | |
| 3. | | | |
| 4. | Newsletter/Magazine | | |
| 5. | | | |
| 6. | | | |
| 7. | Journal | | |
| 8. | | | |
| 9. | | | |
| 10. | Scientific Book/Monograph | | |
| 11. | | | |
| 12. | | | |
| 13. | Calendar | | |
| 14. | | | |
| 15. | | | |

Signature of Bidder / Authorised Signatory

Name

With Seal of the Firm

Date:

Place:

Financial Proposal Submission Letter

From

(Name and address of bidding firm)

To,

The Assistant Director (Administration)

Central Council for Research in Unani Medicine

61-65, Institutional Area,

Janakpuri, New Delhi – 110 058

Subject: Tender for Printing of Publications of CCRUM

Sir,

I/we hereby tender to undertake the printing work of CCRUM, under the terms and conditions specified in the tender document, the whole of the work referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by the Council. The materials will be delivered within the time and at places specified. I hereby submit my Financial Proposal for the same.

I understand you are not bound to accept any proposal you receive.

Yours sincerely,

Signature of Bidder / Authorised Signatory

Name

With Seal of the Firm

Date:

Place:

FORM I: FOR QUOTING RATES OF PAPER FOR PRINTING OF TEXT AND COVER

| S. N. | Name & Size of Paper (Both Gloss & Matte) | Rate in Rupees |
|-------|---|------------------------------|
| – | A. Maplitho Paper | Rate Per Ream |
| 1 | – 20" x 30", 80 gsm | |
| 2 | – 20" x 30", 90 gsm | |
| 3 | – 23" x 36", 80 gsm | |
| 4 | – 23" x 36", 90 gsm | |
| 5 | – 25" x 36", 80 gsm | |
| 6 | – 25" x 36", 90 gsm | |
| – | B. Art Paper (Indian) | Rate Per Ream |
| 7 | – 20" x 30", 100 gsm | |
| 8 | – 20" x 30", 130 gsm | |
| 9 | – 20" x 30", 170 gsm | |
| 10 | – 23" x 36", 100 gsm | |
| 11 | – 23" x 36", 130 gsm | |
| 12 | – 23" x 36", 170 gsm | |
| 13 | – 25" x 36", 100 gsm | |
| 14 | – 25" x 36", 130 gsm | |
| 15 | – 25" x 36", 170 gsm | |
| – | C. Art Paper (Imported) | Rate Per Ream |
| 16 | – 20" x 30", 100 gsm | |
| 17 | – 20" x 30", 130 gsm | |
| 18 | – 20" x 30", 170 gsm | |
| 19 | – 23" x 36", 100 gsm | |
| 20 | – 23" x 36", 130 gsm | |
| 21 | – 23" x 36", 170 gsm | |
| 22 | – 25" x 36", 100 gsm | |
| 23 | – 25" x 36", 130 gsm | |
| 24 | – 25" x 36", 170 gsm | |
| – | D. Art Card (Indian) | Rate Per Packet (100 Sheets) |
| 25 | – 20" x 30", 210 gsm | |
| 26 | – 20" x 30", 300 gsm | |
| 27 | – 23" x 36", 210 gsm | |
| 28 | – 23" x 36", 300 gsm | |
| 29 | – 25" x 36", 210 gsm | |
| 30 | – 25" x 36", 300 gsm | |
| – | D. Art Card (Imported) | Rate Per Packet (100 Sheets) |
| 31 | – 20" x 30", 210 gsm | |
| 32 | – 20" x 30", 300 gsm | |
| 33 | – 23" x 36", 210 gsm | |
| 34 | – 23" x 36", 300 gsm | |
| 35 | – 25" x 36", 210 gsm | |
| 36 | – 25" x 36", 300 gsm | |
| – | E. High Bulk | Rate Per Ream |
| 37 | – 20" x 30", 60 gsm | |
| 38 | – 20" x 30", 70 gsm | |
| 39 | – 23" x 36", 60 gsm | |
| 40 | – 23" x 36", 70 gsm | |
| 41 | – 25" x 36", 60 gsm | |
| 42 | – 25" x 36", 70 gsm | |

Signature of Bidder/ Authorised Signatory

Name

Seal of the Firm

FORM II: FOR QUOTING RATES FOR WORKS RELATED TO PREPRESS & PRINTING

| S. N. | Description of Work | Rate in Rupees |
|-------|--|----------------|
| – | Prepress Work <i>Quote Rate Per Page (Unless Otherwise Mentioned)</i> | |
| 1 | Designing of Cover (Cover I & IV) (Quote Rate Per Title) | |
| 2 | Typesetting and Layout with One Proof (If Text is in Hard Copy or Uneditable Soft Copy) | |
| 3 | Typesetting and Layout with Two Proofs (If Text is in Hard Copy or Uneditable Soft Copy) | |
| 4 | Typesetting and Layout with Three Proofs (If Text is in Hard Copy or Uneditable Soft Copy) | |
| 5 | Typesetting and Layout with One Proof (If Text is in Editable Soft Copy) | |
| 6 | Typesetting and Layout with Two Proofs (If Text is in Editable Soft Copy) | |
| 7 | Typesetting and Layout with Three Proofs (If Text is in Editable Soft Copy) | |
| 8 | Layout Without Typesetting (Quote Rate Per Layout / File) (If Ready to Print PDF without Header & Footer is Provided) | |
| 9 | Plate Making Per Plate (of Higher Size) Per Colour (Including Cost of Plate) | |
| – | Press Work | |
| 1 | Offset Printing Per Plate Per Colour (1000 Copies) | |
| 2 | Offset Printing Per Plate Per Colour (500 Copies) | |
| 3 | Offset Printing Per Plate Per Colour (300 Copies) | |
| 4 | Digital Printing Per Page (Size 5.5"x8.5" to 8.5"x11.5")/Copy | |
| – | Post Press Work | |
| – | Binding and Finishing | |
| 1 | Side Stitching / Central Stitching Per Copy | |
| 2 | Paperback / Perfect Binding Per Copy | |
| 3 | Hard Binding Per Copy (With 2.5 mm Imported Board, Cost All Inclusive) | |
| 4 | Folding Charges For Folders (Per Fold) | |
| 5 | Spiral Binding of Calendar (Measuring 17x22") with Double Wire and Rod (Quote Rate Per 1000 Copies) | |
| – | Other Services | |
| 6 | UV Coating Per Page (Size 5.5"x8.5" to 8.5"x11.5") | |
| 7 | Aqueous Coating Per Page (Size 5.5"x8.5" to 8.5"x11.5") | |
| 8 | Leafing Per Page (Size 5.5"x8.5" to 8.5"x11.5") | |
| 9 | Embossing Per Page (Size 5.5"x8.5" to 8.5"x11.5") | |
| 10 | Gloss Lamination Per Cover (Irrespective of Size) | |
| 11 | Matte Lamination Per Cover (Irrespective of Size) | |

Signature of Bidder/ Authorised Signatory

Name

Seal of the Firm

FORM III: FOR QUOTING RATES FOR PRINTING AND SUPPLY OF STATIONERY ITEMS

| S. N. | Item | Description | Rate Per Unit | |
|-------|--|---|---------------|-----|
| | | | Rs. | Ps. |
| - | Invitation Card (Single Side Printed) | Invitation Card (8"x5" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper | | |
| 1 | - Single Colour | | | |
| 2 | - Two Colour | | | |
| 3 | - Four Colour | | | |
| - | Invitation Card (Both Side Printed) | Invitation Card (8"x5" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper | - | - |
| 4 | - Single Colour | | | |
| 5 | - Two Colour | | | |
| 6 | - Four Colour | | | |
| - | Invitation Card (Single Side Printed) | Invitation Card (9"x6" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper | - | - |
| 7 | - Single Colour | | | |
| 8 | - Two Colour | | | |
| 9 | - Four Colour | | | |
| - | Invitation Card (Both Side Printed) | Invitation Card (9"x6" on 300 GSM Imported Art Card) with Printed Envelopes of 130 GSM Imported Art Paper | - | - |
| 10 | - Single Colour | | | |
| 11 | - Two Colour | | | |
| 12 | - Four Colour | | | |
| - | Visiting Card | Paper 300 GSM Imported Art Card | - | - |
| 13 | - One side; Tow Colour | | | |
| 14 | - Both side; Tow Colour | | | |
| 15 | - One side; Four Colour | | | |
| 16 | - Both side; Four Colour | | | |
| 17 | Registration Badges / Entry Passes with Lanyard and Cover | 300 GSM Art Card Matte, 3.8"x5.5", Four Color Printing, Lanyard with Single Hook, Plastic Cover | | |
| 18 | Coupons | 300 GSM Art Card (Imported), 4.5"x3.25", Four Color Printing | | |
| 19 | Parking Stickers | Adhesive Stickers 4x4 inch with four color printing | | |
| 20 | Envelopes | 10"x12", 100 GSM Yellow Paper (inside laminated) with Single Colour Printing | | |
| 21 | Envelopes | 12"x16", 120 GSM (inside laminated) with Single Colour Printing | | |
| 22 | Envelopes | 10"x4.5", 90 GSM Maplitho with Single Colour Printing | | |
| - | Letterheads | 11.75"x8.25", 80 GSM Royal Executive Bond | - | - |
| 23 | - Single Colour | | | |
| 24 | - Two Colour | | | |
| 25 | - Four Colour | | | |
| 26 | Certificates | A4 Size, Four Colour Printed, 300 GSM Imported Art Card | | |

| | | | | |
|----|---------------------------|---|--|--|
| 27 | Carry Bags | 12"x10" with 3" fold (Paper 300 GSM Art Card (Imported) Eyelets Strings & Lamination; Four Colour Printing (All Sides) | | |
| 28 | Carry Bags | 12"x10" with 3" fold (Light Weight Matte Finished Cloth; Four Colour Printing (All Sides) | | |
| 29 | Preparation of CD | Processing of PDF / Audio / Video in Standard CD with 700 MB Capacity along with Four Colour Printed Cover and Sticker | | |
| 30 | Preparation of DVD | Processing of PDF / Audio / Video in Standard DVD with 4.7 GB Capacity along with Four Colour Printed Cover and Sticker | | |

Signature of Bidder/ Authorised Signatory

Name

Seal of the Firm