



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad – 500030.

e-Tender **NOTICE INVITING TENDER** **FOR PRINTING WORKS**

Online bids under the two-bid system (technical & financial) are invited from reputed printing agencies having three years experience in printing works with annual turnover of not less than Rs.5,00,000/- in the last three financial years for undertaking printing works of NIRDPR. The approximate amount spent by the Institute for printing works for the last two years i.e., 2016-17 & 2017-18 is Rs. 1.00 crore and Rs. 5.70 crore. There are various items journals, books, envelopes, pads, calendars, etc. The bidder can bid for all or only some of the item(s) also.

The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. or nird.org.in. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only (<http://eprocure.gov.in>). All subsequent amendments, time extension, clarifications, etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit website to keep themselves updated.

The time schedule for the tendering activities shall be as under:

i.	Date of notification of tender notice on CPP Portal / publication in the newspaper.	8.3.2019
ii.	Date from which the tender document can be downloaded by the intending bidders	8.3.2019 by 10.00AM
iii.	Last date for uploading the completed bids by the intending bidders along with scanned copy of Earnest Money Deposit	28.3.2019 by 3.00PM
iv.	Last date for submission of Demand Draft in original, payable in favour of NIRDPR, Hyderabad towards Earnest Money Deposit (EMD) and specimen copies of paper of different varieties mentioned in the tender.	28.3.2019 by 3.00PM
v.	Pre-bid meeting to clarify any doubts or concerns	18.3.2019 at 11.30 am
vi.	Date of downloading of technical bids received on-line by the last date and time	29.3.2019 at 3.30PM
vii.	Date of downloading of financial bids	Will be uploaded on CPP Portal separately

viii	Tendering Authority	Assistant Registrar (T) National Institute of Rural Development & Panchayati raj Rajendranagar, Hyderabad- 500 030 Tel. 040-24008405, 9848992617
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Manual bids/ physical bids shall not be accepted. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in>.

ASSISTANT REGISTRAR (TRAINING)

No. CDC/Empan/Print

DATE: 7.3.2019

GENERAL INSTRUCTIONS TO BIDDERS

1. Submission of Tender

- i. The tender shall be submitted online in two parts, viz., technical bid and financial bid. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- ii. More than one tender shall not be submitted by one contactor or contractors having business relationships with one another. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
- iii. The Hard Copy of original instrument i.e. Demand Draft in respect of earnest money deposit, original copy of affidavits, and credit facility certificate specimen papers of all varieties (in relevant cases) mentioned in tender must be delivered to the Asst. Registrar (T), NIRDPR, Rajendranagar, Hyderabad – 500030 on or before bid opening date/time as mentioned in the time schedule given in Table -A.
- iv. Bids will be opened online as per date/time as mentioned in tender notice at Central Public Procurement Portal (<https://eprocure.gov.in>). After online opening of the Technical-Bids, after evaluation bids of the only technically qualified bidders will be opened / downloaded for which will be intimated on CPP Portal / NIRDPR website later.

2. Instructions for Online Bid Submission:

This tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in>.

3. Registration

- i. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in>) by clicking on the link “Online Bidder Enrolment” on the CPP Portal, which is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their **valid email address and mobile numbers** as part of the registration process. These would be used for any communication from the CPP Portal.

- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

4. Searching for tender documents

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "**My Tenders**" folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

5. Preparation of bids

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. The Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- iv. To avoid duplication of the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a

provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “**My Space**” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

6. Submission of bids

- i. Bidder should log into the site **well in advance** for bid submission so that he/she uploads the bid in time i.e., on or before the bid submission time. Bidder will be solely responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv. Bidder should prepare the DD towards EMD as per the instructions specified in the tender document. The original DD should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v. A standard price bid format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the file and quote the amount on hard copy. Once the details have been completed, the bidder should submit it online, in the form of a soft copy, if the file is found to be modified by the bidder, the bid will be rejected.
- vi. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- viii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- x. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

7. Assistance to bidders

- i. For any clarifications relating to the tender document and the terms and conditions contained therein, the Tender Inviting Authority Shri Vineet Kumar Tandon, Phone No.040-24008405, 9848992617, e-Mail ID: vineettandon.nird@gov.in. Should be contacted by phone or by email.
- ii. The clarification shall be given at the earliest on the same day through e-mail.
- iii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ

(Ministry of Rural Development, Govt. of India)

Rajendranagar, Hyderabad – 500030.

GENERAL TERMS AND CONDITIONS

PRE BID

1. The Institute will get various types of publication / printing works as mentioned below:
 - i) Books - Royal and A4 size
 - ii) Periodicals - A4 and book size
 - iii) Manuals - A4 size
 - iv) Brochures / Invitation Cards / Posters - A4 size & Book size
 - v) Annual diaries - 5.5 x 8.5 inches
 - vi) Yearly calendars' - 18 x23 inches
 - vii) Scribbling pads - 15 & 45 pages
 - viii) Handmade letter heads - A4 size
 - ix) Letter heads on Executive Bond paper - A4 size
 - x) Course certificates - A4 size
 - xi) Visiting cards (handmade & special art paper)
 - xii) Envelopes - Assorted sizes
2. The services to be provided by the printers include type setting, designing layout, printing, binding, lamination, creasing and delivering the printed material to the Institute as per the specifications given for each order.
3. After thorough scrutiny of the online bids in 1st cover (Technical Bid), the 2nd cover (Financial Bid) of those firms who are qualified in technical bid will be downloaded.
4. Mere fulfilment of all the stipulation as contained in the tender document, terms and conditions annexed to the tender quotation does not confer any right on the tenderers on acceptance of their application.
5. The tenderer should enclose Demand Draft for Rs. 10,000 (Rupees ten thousand only) in favour of "NIRDPR", towards EMD drawn on any commercial bank payable at Hyderabad. EMD will not carry any interest whatsoever.

6. Bidders are advised to verify specimen copies of each of the item mentioned in (2) available with Shri Vineet Kumar Tandon, Assistant Registrar (Trg.), Phone: 040-24008405, 9848992617 before uploading their financial bid.
7. Copies of work orders relating to the printing works being undertaken in the office / departments / institutions by the tenderer should be uploaded in first cover.
8. List of Office/Departments/Institutions where the tenderer is already undertaking similar printing works should be attached. A copy of the Purchase Order/Work Order issued should be uploaded in 1st cover.
9. Correction, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.

POST BID

1. The decision of the Director General shall be final and binding on all the tenderers concerned.
2. The successful tenderer will be required to submit Performance Security Deposit for Rs. 1,50,000/- (Rupees one lakh fifty thousand only) by way of DD drawn on any commercial bank payable at Hyderabad, which will not carry any interest whatsoever. This will be suitably lesser in the case of those tenderers who bid for few items only
3. Director General, NIRDPR or his authorized representatives may visit the premises of printing press units qualified in technical bid for ascertaining the credentials and capabilities of the printing press unit before downloading the financial bids.
4. The NIRDPR reserves the right to forfeit the EMD of tenderers on account of (i) premature withdrawal from the tender (ii) non-payment of performance security deposit. The decision of the Director General, NIRDPR shall be final in this regard.
5. After notification of approved rates the Printers are required to enter into a contract agreement with NIRDPR before award of printing work.
6. After finalization of the rates, the Institute will notify the approved rates and will prepare a panel (list) of approved printers and assign the printing works to them from time to time.
7. For high end items like journals and books, the participating bidders will be given an opportunity to match the lowest bid for empanelment.

EXECUTION OF PRINTING WORKS

1. NIRDPR reserves the right to forfeit the performance security deposit of the printers who do not execute the work assigned as per the Work Order. The decision of the Director General, NIRDPR shall be final in this regard.
2. Delivery of proofs and the printed copies in good condition at NIRDPR, Rajendranagar, Hyderabad including freight charges, insurance etc. will be the

responsibility of the printer. The paper consumption statement must necessarily be submitted as a separate item with the bill.

3. For re-print orders, the page setting and design charges cannot be charged again when ordered within the contract period.
4. Approved rates will be valid for 2 (two) years from the date of entering into the agreement, subject to extension by one more year by mutual agreement.
5. NIRDPR will release payment against the bill and **paper consumption statement** (in applicable cases) within 15 days from the date of receipt of printed material and bill. Bill should contain **item wise details** like description of work, quality, quantity, rate and amount in conformity with work order and material delivery note to the satisfaction of the Institute's authorities.
6. **The rates quoted shall be inclusive of all taxes excluding GST.**
7. **Arbitration:** in the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General or some other persons appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.
8. **Force Majeure:**
 - i) The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
 - ii) If a Force Majeure situation arises, the Contractor shall promptly notify the NIRDPR in writing of such conditions and the causes thereof. Unless otherwise directed by the NIRDPR in writing, the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
9. **Liquidated Damages:** The liquidated damages will be applicable under the following circumstances:
 - i. If the deliverables are not submitted as per the stated schedule and time, or are not acceptable to the NIRDPR due to poor quality or deviation from given specifications, or if defects are not rectified to the satisfaction of the NIRDPR within 15 days of the receipt of the communication from NIRDPR, the Contractor shall be liable for paying liquidated damages at 1% of the contract value per week, subject to a maximum of 5% of contract value.
 - ii. Any delay beyond the stated delivery period, NIRDPR shall be free to terminate the contract and get the work done from an alternate source, at the risk of the contractor, besides forfeiting Security Deposit. The decision of the NIRDPR as to the period of delay on the part of the contractor and the quantum of compensation

for such delay shall be final and binding on the contractor.

- iii. If the contractor is hindered in carrying out the work on account of delayed decision or the approval by the NIRDPR, which are necessary to carry out further work, he will be allowed suitable extension of time by competent authority of the NIRDPR.
- iv. The liquidated damages shall be 1% of the contract value per week of delay subject to a maximum of 5% of contract value. The quantum of damages will increase with every week of delay by 1%.

10. If NIRDPR suffers any losses, damages, due to any act of negligence on the part of the Contractor, the quantification of which may be difficult, then the amount as decided by the Director General, NIRDPR shall be final and binding on the printer.

11. Jurisdiction: The order executed will be subject to Indian law and local courts at Hyderabad only.

TENDER ACCEPTANCE LETTER

(To be given on Letter Head)

Date:

To

The Assistant Registrar (T),
National Institute of Rural Development & Panchayati Raj,
Rajendranagar, Hyderabad – 500 030

Sub: NIT for empanelment of printers to undertake printing works - Acceptance of Terms & Conditions of Tender – Reg.

Ref: Tender Reference No. CDC/Empan/Print

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned “Tender/Work” from the web site(s) namely: NIT for empanelment of printers to undertake printing works as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad – 500030.

TENDER NOTICE FOR PRINTING WORKS

Technical Bid (Cover – I)

Sl.No.	Particulars	Information to be supplied by the intending bidder	Documentary proof Page No.
1.	Name of the Company/ Firm		
2.	Address of the Company/ Firm		
	(a) Postal		
	(b) Telephone/ Fax/ MobileNo.(s)		
	(c) E-mail ID		
	(d) Website address, if any		
3.	Type of the Company/ Firm (In the case of Partnership Firm, a copy of Deed to besubmitted)		
4.	Owner/ partners of theCompany/ Firm		
5.	Year of establishment of the Co./ Firm		
	(a) For how long the Co./ Firm is providing printing services to Government/ Semi-Govt./large private organizations(proof to be submitted)		
	(b) PAN No.		
	(c) GST Registration No.		
6.	Details of Demand Draft i.e., DD No. Dt..... Bank:..... and Branch....., submitted towards Bid Security/ Earnest Money Deposit for ₹10,000/-		
7.	Annual Turnover during the preceding three financial years i.e. 2015-16, 2016-17 and 2017-18 (copies of	2015-16, 2016-17, 2017-18	

	Audited Balance Sheet and Profit & Loss Account to be submitted (in relevant cases)		
8.	Income Tax Returns from the Income Tax Department for the financial years 2015-16, 2016-17 and 2017-18 (copies of ITR for each year to be submitted)		
9.	Has the Company / Firm ever been blacklisted? If no, a self-certificate to that effect to be furnished.		

**Statement showing the list of printing equipment and machinery
(Mention only those installed and in working condition) owned by the
bidder**

Minimum 3 should be available with the printer for all itmes

i) Printing (both Multi-colour and Single Colour)

Sl.No.	Make / Model	Size / Specifications	No. of colours	No. of such units
1.				
2.				
3.				
4.				
5.				
6.				

ii) Computer systems and computer printers installed in the printing press:

Sl.No.	Description of the computer system / printer	Size / specifications	No. of systems	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

iii) Binding machinery for all types – i.e., perfect binding, section stitching, spiral binding, etc.

Sl.No.	Make / Model	Size / Specifications	No. of units
1.			
2.			
3.			
4.			
5.			
6.			

iv) Lamination equipment details

Sl.No.	Make / Model	Size / Specifications	No. of colours	No. of such units
1.				
2.				
3.				

Date:

Signature of the Tenderer
with office stamp

Date:

Signature of Bidder
with official seal

The following documents are to be uploaded by the bidder in 1st Cover as per the tender document:

- i. Scanned copy of valid registration certificate, valid license, as per the tender notice, PAN No, GST Registration Certificate and Tender Acceptance Letter (Annexure-I).
- ii. Scanned copy of Income-tax assessment returns for the last three assessment years 2015-16, 2016-17 and 2017-18 and copies of audited statement of account by Chartered Accountant for the financial years of 2015-16, 2016-17 and 2017-18, Affidavit of partnership firm, if applicable.
- iii. Scanned copy of the Demand Draft for Rs. 10,000/- towards EMD.
- iv. Scanned copy of list of printing equipment and machinery owned (as per proforma at Annexure-II).

Note: Demand Draft towards EMD, specimen copies of paper in original should be submitted on or before bid submission closing date & time to “Assistant Registrar (Training), NIRDPR, Hyderabad”.



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(Ministry of Rural Development, Govt. of India)
Rajendranagar, Hyderabad – 500030.

Tender Inviting Authority	National Institute of Rural Development & Panchayati Raj, Hyderabad
Tender Title	Tender for printing works
Tender No.	CDC/Empan/Print
Bidder Name:	

PART-II: Financial Bid

(Upload scanned copy of Price bid as per tender document)

I / We hereby offer the following rates for undertaking General Printing works as detailed below and agree to hold these rates valid during the contact period:

Sl. No.	Description of the item	Rate quoted (inclusive of all taxes, excluding GST)	
		in figures	In words
Printing Activities			
1.	DTP composing		
1.1	1/8 Royal size (per page)		
1.2	¼ Demy (per page)		
2.	DTP page setting charges		
2.1	1/8 Royal size (per page)		
2.2	¼ Demy (per page)		
3.	Text matter printing for every 4 pages excluding paper cost		
3.1	Crown: 200 – 500 copies		
3.1.1	Maplitho (80 gsm)		
3.1.2	Natural shade (80 gsm)		
3.1.3	Art paper (130 gsm)		
3.1.4	Matte Paper(130 gsm)		
3.1.5	Rendezvous (special) 130 gsm		
3.2	Crown: 501 – 1000 copies		
3.2.1	Maplitho (80 gsm)		
3.2.2	Natural shade (80 gsm)		
3.2.3	Art paper (130 gsm)		

Sl. No.	Description of the item	Rate quoted (inclusive of all taxes)	
		in figures	In words
3.2.4	Matte Paper(130 gsm)		
3.2.5	Rendezvous (special) 130 gsm		
3.3	Crown: 1000 & above		
3.3.1	Maplitho (80 gsm)		
3.3.2	Natural shade (80 gsm)		
3.3.3	Art paper (130 gsm)		
3.3.4	Matte Paper(130 gsm)		
3.3.5	Rendezvous (special) 130 gsm		
3.4	A/4 size: 200 – 500 copies		
3.4.1	Maplitho (80 gsm)		
3.4.2	Natural shade (80 gsm)		
3.4.3	Art paper (130 gsm)		
3.4.4	Matte Paper(130 gsm)		
3.4.5	Rendezvous (special) 130 gsm		
3.5	A/4 size: 501 – 1000 copies		
3.5.1	Maplitho (80 gsm)		
3.5.2	Natural shade (80 gsm)		
3.5.3	Art paper (130 gsm)		
3.5.4	Matte Paper(130 gsm)		
3.5.5	Rendezvous (special) 130 gsm		
3.6	A/4 size: 1000 & above copies		
3.6.1	Maplitho (80 gsm)		
3.6.2	Natural shade (80 gsm)		
3.6.3	Art paper (130 gsm)		
3.6.4	Matte Paper(130 gsm)		
3.6.5	Rendezvous (special) 130 gsm		
4.	Title pages printing for every 4 pages excluding paper cost		
4.1	Crown: 200 – 500 copies		
4.1.1	Art paper (300 gsm)		
4.1.2	Matte Paper (300 gsm)		
4.1.3	Rendezvous (special) 300 gsm		
4.2	Crown: 501 – 1000 copies		
4.2.1	Art paper (300 gsm)		
4.2.2	Matte Paper(300 gsm)		
4.2.3	Rendezvous (special) 300 gsm		
4.3	Crown: 1000 copies & above		
4.3.1	Art paper (300 gsm)		

Sl. No.	Description of the item	Rate quoted (inclusive of all taxes)	
		in figures	In words
4.3.2	Matte Paper(300 gsm)		
4.3.3	Rendezvous (special) 300 gsm		
4.4	A/4 size: 200 – 500 copies		
4.4.1	Art paper (300 gsm)		
4.4.2	Matte Paper(300 gsm)		
4.4.3	Rendezvous (special) 300 gsm		
4.5	A/4 size: 500 – 1000 copies		
4.5.1	Art paper (300 gsm)		
4.5.2	Matte Paper(300 gsm)		
4.5.3	Rendezvous (special) 300 gsm		
4.6	A/4 size: 1000 copies & above		
4.6.1	Art paper (300 gsm)		
4.6.2	Matte Paper(300 gsm)		
4.6.3	Rendezvous (special) 300 gsm		
5	Brochures (130 gsm) (Art Paper) – every four pages: upto 500 copies printing including paper cost		
5.1.1	Single colour		
5.1.2	Multi colour		
5.2	500 – 1000 copies		
5.2.1	Single colour		
5.2.2	Multi colour		
5.3	1000 & above copies		
5.3.1	Single colour		
5.3.2	Multi colour		
6	Posters (Maplitha paper and Art paper) printing per copy rate including paper cost		
6.1	Upto 500 copies Dimensions: 15 X 20		
6.1.1	Maplitho paper 100 gsm		
6.1.2	Art paper 130 gsm		
6.2	(501 - 1000 copies) (Maplitha paper and Art paper) Dimensions: 15 X 20		
6.2.1	Maplitho paper 100 gsm		
6.2.2	Art paper 130 gsm		
6.3	(1000 & above copies) (Maplitha paper and Art paper) Dimensions: 15 X 20		
6.3.1	Maplitho paper 100 gsm		

Sl. No.	Description of the item	Rate quoted (inclusive of all taxes)	
		in figures	In words
6.3.2	Art paper 130 gsm		
6.4	(501 - 1000 copies) (Maplitha paper and Art paper) Dimensions: 18 X 23		
6.4.1	Maplitho paper 100 gsm		
6.4.2	Art paper 130 gsm		
6.5	(501 - 1000 copies) (Maplitha paper and Art paper) Dimensions: 18 X 23		
6.5.1	Maplitho paper 100 gsm		
6.5.2	Art paper 130 gsm		
6.6	(1000 & above copies) (Maplitha paper and Art paper) Dimensions: 18 X 23		
6.6.1	Maplitho paper 100 gsm		
6.6.2	Art paper 130 gsm		
7	Drum scanning of photos		
7.1	Per photo		
8.	Binding Charges per book		
8.1	Perfect Binding		
8.1.1	Upto 100 pages		
8.1.2	101 - 200 pages		
8.1.3	201 - 300 pages		
8.1.4	300 pages & above		
8.2	Section Stitching with hard/soft covers		
8.2.1	Upto 100 pages		
8.2.2	101 - 200 pages		
8.2.3	201 - 300 pages		
8.2.4	300 pages & above		
8.3	Art paper binding		
8.3.1	Upto 100 pages		
8.3.2	101 - 200 pages		
8.3.3	201 - 300 pages		
8.3.4	300 pages & above		
8.4	Spiral binding		
8.4.1	Upto 100 pages		
8.4.2	101 - 200 pages		
8.4.3	201 - 300 pages		
8.4.4	300 pages & above		

8.5	Special paper binding		
8.5.1	Upto 100 pages		
8.5.2	101 - 200 pages		
8.5.3	201 - 300 pages		
8.5.4	300 pages & above		
9.	Lamination		
9.1	Crown size (both sides) (per cover)		
9.1.1	Matte lamination		
9.1.2	UV spot for title & UV texture background		
9.1.3	Velvet Matte Lamination		
9.1.4	Lamination of title		
9.1.5	Silk coating on special paper		
9.2	A/4 size (both sides) (per cover)		
9.2.1	Matte lamination		
9.2.2	UV spot for title & UV texture background		
9.2.3	Velvet Matte Lamination		
9.2.4	Lamination of title		
9.2.5	Silk coating on special paper		
10.	Creasing – upto 1000 copies (1000 copies) – Rates for envelope making with printing (1000 copies) PER 100 COPIES		
10.1	A/4 size		
10.2	5.75 X 8.5 inches		
10.3	7.25 X 9.75 inches		
11.	Calendars per copy rate (approximate: 4000 copies) size: 18x23, 6 sheets/12 pages, 170 GSM, top wire o binding, multi colour with designing including paper cost		
12.	Diaries per copy rate(approximate : 2000 copies) Size: 5.5 x 8.5, 224 pages in single colour and 14 pages in two colour, 80 GSM (map litho) wire o binding with designing. 16 pages in multi colour with 300 GSM Art card Gloss including paper cost.		
13.	Scribbling pad per copy rate(15 pages) upto 5,000 copies: Size: 5.5x8.5, 15 leafs, 170 GSM (for cover), 68 GSM for inner pages (map litho) 400 GSM (back side card, padding, 170 GSM in multi colour and rest in single colour including paper cost		
14.	Spiral book per copy rate (45 pages) upto 5,000 copies: Size: 5.5x8.5, 50 leafs, 200 GSM (front and back), 68 GSM (inside papers), wire o binding, 200 GSM on multi colour and 68 GSM in single colour including paper cost		

15.	Letter Head per set rate (Handmade) per 100 leaves: Size: A4, 1 leaf, single colour (Blue) including paper cost		
16.	Letter Head per set rate (Regular on Executive Bond white paper – 75 GSM) per 100 leaves: Size: A4, 1 leaf, single colour (blue) including paper cost		
17.	Letter Head per set rate (Regular on Executive Bond white paper – 85 GSM) per 100 leaves: Size: A4, 1 leaf, multi colour including paper cost		
18.	Course Certificate per 10 copies rate Upto 5,000 copies: Size: A4, 1 leaf, 170 GSM (Matte Paper) 5 colour printing including paper cost		
19.	Visiting cards on handmade paper for 100 pieces including paper cost		
19.1	Special visiting cards with embossed GoI emblem on Ivory card (multi colour) for 100 pieces		
20.	Envelopes for 100 pieces including paper cost		
20.1	Upto 5000 pieces		
20.1.1	Size: 9x4, 120 GSM (Map Litho), single colour (Green), normal envelopes		
20.1.2	Size: 11x5, 100 GSM (Map Litho), single colour (Green), window envelopes		
20.1.3	Size: 11x5 cloth, single colour (black) cloth Envelopes		
20.1.4	Size: 10.5x8 cloth, single colour (black) cloth envelopes		
20.1.5	Size: 10x12 cloth, single colour (black) cloth envelopes		
20.1.6	Size: 16.5x12 cloth, single colour (black) cloth envelopes		
20.2	5001 & above pieces		
20.2.1	Size: 9x4, 120 GSM (Map Litho), single colour (Green), normal envelopes		
20.2.2	Size: 11x5, 100 GSM (Map Litho), single colour (Green), window envelopes		
20.2.3	Size: 11x5 cloth, single colour (black) cloth Envelopes		
20.2.4	Size: 10.5x8 cloth, single colour (black) cloth envelopes		
20.2.5	Size: 10x12 cloth, single colour (black) cloth envelopes		
20.2.6	Size: 16.5x12 cloth, single colour (black) cloth envelopes		
21	Paper cost for : A4 size 100 sheets		
21.1	Maplitaha 80 GSM -		
21.2.	Maplitaha 100 GSM		

21.3.	Natural Shade 80 GSM		
21.4	Art paper 130 GSM		
21.5	Art paper 300 GSM		
21.6	Matte Paper 130 GSM		
21.7	Matte Paper 300 GSM		
21.8	Rendezvous (Special) 130 GSM		
21.9	Rendezvous (Special) 300 GSM		

Signature of the Bidder

With office stamp

Date:.....