

OPEN TENDER:TWO PACKET (SHORT TERM)

Scope of Work: Paper based Drafting, Designing, Printing/Publication and Supply work (Digital and Offset printing only), within the municipal limits of Allahabad District including NCZCC Campus.

TERMS AND CONDITIONS

The Director NCZCC invites sealed open tenders in two packets from firms those are located, operational and active within the municipal limits of Allahabad city. This tender is for executing the work of Paper based Drafting, Designing, Printing/Publication and Supply work (Digital and Offset printing only), within the municipal limits of Allahabad District including NCZCC Campus.

Meaning of “Two Packet Tender”: The term ‘Two Packet Tender’ means that the tenderer will have to submit the tender in two packets as follows:

- a) **Packet ‘A’:** This packet will contain all relevant documents about the firm **except the financial bid.** It will be sealed and superscribed ‘Packet A’. This packet will be opened first by the tender opening committee and the tender evaluation committee will do a technical evaluation of the firms participating in this tender on the basis of the documents submitted in this packet. The Tender Evaluation Committee **may** also conduct site inspections of the firm/firms in order to further verify the technical credentials as well as the declarations made in the documents submitted in this packet.
- b) **Packet ‘B’:** This packet will contain only the financial bid of the tendering firm. This packet will be superscribed ‘packet B’. Only those firms which qualify on the basis of the technical evaluation of packet A and related inspections (if any), will be eligible for opening of packet-B. The Packet-B submitted by firms found ineligible after evaluation of Packet-A and related inspection (if any); will be kept sealed and will not be opened. Those firms whose packet-B are not opened will automatically stand eliminated from this tender and shall have no claim to be considered as L-1.

Definition of L-1: ‘L-1’ is the term used to denote the ‘lowest eligible bidder’ in the tender. Only that tenderer who qualifies Packet-A evaluation and whose bid is found to be the lowest amongst the bids of all the tenderers whose packet-B have been opened, will be considered to be the L-1. No tenderer who fails at the packet-A stage and whose packet-B is not opened can claim to be L-1.

1. TERMS AND CONDITIONS OF THE TENDER

The bid shall be prepared strictly in accordance with the instructions contained in this Document and submitted in properly sealed cover addressed to the Head Office, NCZCC, Allahabad and superscribed “Paper based Drafting, Designing, Printing/Publication and Supply work (Digital and Offset printing only) work at NCZCC, Allahabad”

- 1) The Interpolations, insertion, cutting and corrections should, as far as possible, be avoided in the tender. If in case any are made in the tender, the same must be duly countersigned by the tenderer. USE OF WHITENER TO CORRECT MISTAKES IN THE TENDER IS STRICTLY PROHIBITED AND ITS USE IS LIABLE TO LEAD TO SUMMARY DISQUALIFICATION OF THE TENDERER.

- 2) The Annual Turnover of tenderer firm, organization, company and society must be 50 Lakhs or more and attach the certified copy of balance sheet in support of claim
- 3) Tenderer must attach copy of their firm, organization, company/society PAN Card, VAT Certificate, and the registration details of their agency/firm/company as a legal entity. This registration should be at least three years prior to the date of this tender.
- 4) In case of any dispute, the decision and orders of Director, NCZCC will be considered final and to be accepted by all and further it cannot be challenged at any level.
- 5) Tender form must be filled by ever and long lasting ink pen and failing to this those filled by pencil will be considered as invalid application. Bottom of all pages of Tender application form must bear the signature of Tenderer and these signatures will mean that tenderer accepts all the terms and conditions spelled out in the tender documents.
- 6) The rates of the tenderer who is successful in this tender will remain valid for a period of two years from the date of award of the contract. During this period the successful tenderer will be legally bound to execute all works at these rates and will have no liberty to re-negotiate the rates upwards.
- 7) Both Packets of the tender (Packet-A and Packet-B) submitted by each bidder shall be in a sealed cover superscribed with the words "Tender for Paper based Drafting, Designing, Printing/Publication and Supply work (Digital and Offset printing only)", within the municipal limits of Allahabad District including NCZCC Campus." The same words will be superscribed on the Packet-A and Packet-B kept inside the main sealed cover. The Demand draft for Earnest Money should be made in favour of 'Director NCZCC' and submitted in packet-A as a part of the technical bid. In case the tender has been downloaded from the internet, the cost of the tender document should also be included in the form of a demand draft in favour of 'Director NCZCC' in the packet-A.
- 8) The tenderer must have his own infrastructure and operational setup for satisfying the scope of work of this tender in entirety.
- 9) In the financial bid, the rate should be quoted both in figures and words in Indian Rupees. Rates quoted must include all the applicable taxes. In case of discrepancy between the rates quoted in words and figures, the rates quoted in words will be taken to be correct.
- 10) The offers/bid must be submitted from **30.12.2016 to 09.01.2017 upto 02:00 PM** in the office of the NCZCC at its headquarters at Allahabad, and should be deposited by dropping the same in the sealed tender box kept for this purpose. **Cash receipt/ Demand Draft (in favor of "Director, NCZCC, Allahabad)** amounting to be **INR 500/- towards cost of Tender form** must be annexed with your bid or else it will be rejected and further will not be considered at all. Any bid received after the due date and time, by whatever means, shall not be considered valid or eligible for the purpose of this tender, and shall be returned unopened. For the purpose of timing, the time as exhibited by the 'Tender Clock' kept with the tender box shall be final. No dispute on this issue will be entertained.
- 11) The tenders will keep the bids valid for period of 180 days from the date of submission of the tenders. No enquiry about the tenders during this period of validity shall be entertained.

- 12) The tenderer/bidder is required to deposit an earnest money of Rs. 5,000/- in a sealed cover at the time of submission of bid. The earnest money deposit (EMD) shall be in the form of a Demand Draft drawn in favor of "Director, NCZCC, Allahabad" and payable at Allahabad. No interest on Earnest Money shall be paid. The EMD is liable to be forfeited if the tenderer withdraws or impairs or derogates the bid in any respect or manner within the period of validity of the offer. The EMD has to be submitted in accordance of the instructions in para-7 above.
- 13) In case the tender has been downloaded from the internet, the cost of the tender document should also be included in the form of a demand draft in favour of 'Director NCZCC' and submitted in accordance of the instructions in para-7 above.
- 14) Any and all the tenders submitted without the EMD and the cost of tender documents (in case of tenders downloaded from the internet) shall be summarily rejected.
- 15) The tenderers will have to submit bids for all the items demanded within the scope of work of the tender. The tender of any tenderer who fails to submit all the bids will be considered an 'Incomplete tender' and will be summarily rejected. This condition will be applicable on both Packet-A and Packet-B of all tenderers and no tenderer who has qualified the packet-A stage will be considered to be L-1 if the bids in his Packet-B are found to be incomplete.
- 16) The successful tenderer will have to deposit INR 20,000/- (in words: Twenty Thousand only) as Security Deposit in the form of Demand Draft in favour of 'Director, NCZCC' and Payable at Allahabad. This amount will be deposited as security money that will be released only after successful completion of contract. Once this security deposit is returned then from there and then onwards this contract will stand fortified and no further work will be awarded till next tender.
- 17) The tenders will be opened in the office of the undersigned at **03:00 PM** on **09.01.2017**. A representative of the firm submitting quotation may remain present in this office during opening of the tenders if they so desire. The representative shall submit an authorization certificate from the firm to be allowed to attend the opening of tenders
- 18) Acceptance of the bid shall be communicated to the successful bidder by a formal letter.
- 19) The successful bidder will be required to sign a Contract Agreement on a Stamp Paper of Rs. 100/- to be furnished by him within one week of receiving communication regarding acceptance of bid.
- 20) If in case any need arises for some printing which is not covered by this tender, then the NCZCC will be free to float a fresh tender or quotation (as the case may be) for such a work and the tenderer successful in this tender and working as contractor for the NCZCC for the purpose of this tender, will also be free to participate in such a tender or quotation. In case he participates he shall be treated at par with all other tenders in such a fresh tender or quotation.
- 21) Proof reading, designing, negative/positive, etc. work will be covered within the scope of printing work for this tender.

- 22) The firm should be registered with concerned Tax Authorities and copies of Income Tax return and TIN certificates must be attached along with the quotation.
- 23) The tendering firm will have to annex examples of materials proposed to be used for the works within the scope of this tender in dimension rate quoted for. All samples submitted will bear the name and the seal of the firm along with the name of the tender.
- 24) Quality of printing work deemed to be delivered must be high on merit. In case if the quality of printing is found substandard or below the acceptable level of quality then head-wise 5% of deduction will be made.
- 25) Tenderer must submit the sample of their self-claimed quality work carried out in past, as reference for evaluation of work quality that they will carryout for the NCZCC. Thus, Tenderer is supposed to clearly write/ put the name of their firm on reference sample submitted by them and on failing to which their application will stand invalid.
- 26) The normal mode of communication during the period of contract shall be through telephone or e-mail. However electronic communication may also be followed by hard copies by registered post/ speed post/ hand delivered, etc.
- 27) Sample of work can be reviewed by the prospective tenderer on any working day in the Publication Section, of the NCZCC in its headquarters in Allahabad.
- 28) The Director, NCZCC, Allahabad reserves the right to accept or reject any tender without assigning any reason thereof.
- 29) In case, the service is not found satisfactory, the Director, NCZCC, Allahabad reserves the right to terminate the contract at any stage and to award the work to any other firm he deems fit to carry out the same. The damages for the same shall be recovered from the EMD, Security Deposit and pending payments of the contractor in this case.
- 30) In case the L-1 refuses to do the work in writing after the award of the tender, his EMD and security money shall be forfeited and the work shall be offered to L-2. In case the L-2 also backs out after accepting the work, the same shall be offered to L-3 and so on till all valid tenderers have been exhausted. It may be noted that this para shall be applicable only in case of L-1 refusing to do the work after the award of the tender. In case the L-1 does not refuse the work but his contract is terminated on the basis of bad quality/any other reason, then para number 29 shall be applicable and L-2 shall not have any claim to be considered for the tender.
- 31) The bids submitted by the tendering firms shall be self-contained and no extra charges for any ancillary items/consumables needed to execute any of the works within the scope of this tender shall be entertained.
- 32) The successful tenderer will be called the 'Contractor' after the award of the tender and will have to do the following:
 - a. Contractor will have to submit the Letter of Acceptance of Terms and Conditions in the form of a notarize affidavit on INR 100 Stamp paper, before the release of Work Order.
 - b. It will be the sole responsibility of contractor to return the Design, materials, CD, DVD or any related material to NCZCC without damage and distortion. In case of damage and distortion of any of above mentioned items, the compensatory amount will be claimed from the contractor as

recovery/compensation/restoration amount and will be adjusted against his EMD, Security deposit and/or outstanding bills. In case after such adjustment still more amount is due against the contractor, a claim for the same will be raised by the NCZCC against the contractor. Failure to settle such a claim will make the contractor liable for legal action which may include criminal liability and permanent blacklisting also. The use of said materials cannot be used for any other platform without consent and prior permission of NCZCC. If contractor found guilty then appropriate action will be taken against them as spelled out in this para.

- c. All kinds of disputes will be settled by arbitration headed by Director NCZCC. In case the same is unsuccessful, the matter will lie in the jurisdiction of the High Court of Judicature at Allahabad.
- d. CD/DVD of all the publication work must be submitted by contractor as and when demanded by the NCZCC.
- e. It will be the sole responsibility of contractor to keep and maintain record of all printing work ordered by the NCZCC and to supply the same to the NCZCC as and when demanded. Failure to comply with this condition will make the tender liable to punitive action as spelled out in sub clause number 15 (b) above.

2. TERMS OF PAYMENT

- a) No advance payment shall be made.
- b) Service Tax or any other statutory tax/duty/levy, etc. as applicable should be clearly mentioned in the quotation. In case of increase in any tax/duty/levy during the time the tender is in force, the same shall be increased. However, no change in basic rates will be allowed on this ground. In case of any decrease in any tax/levy/duty, downward adjustment in the payments will be made accordingly.
- c) NCZCC, Allahabad shall deduct such taxes, duties and other statutory levies imposed by the Government & amended from time to time or such charges as may arise from the implementation of the contract agreement.
- d) NCZCC, Allahabad officials will review the status of work with the contractor from time to time.
- e) The payment will be made after Submission and verification of the work submitted from time to time.

Director
NCZCC, Allahabad

**General Information
Tender Proforma**

(To be filled in by the bidder and submit with their bid)

1. Name of the Company/ Firm:
2. Head/Regd. Office Address:
 - a) Postal:
 - b) Fax No:
 - c) Telephone No. (s):
 - d) E-mail Address:
 - e) Website Address:
3. Former Name of Company (if any):
4. Type of organization:
 - a) Individual
 - b) Partnership
 - c) Incorporated
5. Year of Establishment
6. Year in which the printing work started by the firm
7. EMD Deposited: (Yes/No)
 - a) Draft No.:
 - b) Bank Detail:
 - c) Amount:
8. Period of validity of tender (minimum 90 days from date of opening of tender):
Yes/No
9. Details of supporting documents enclosed (Total number of pages):
10. Name and address of the authorized signatory/contact person of this tender:
11. Whether Letter of authority for attending bid opening enclosed with this tender: Yes/No
12. Whether copy of PAN Certificate is attached: Yes/No
13. Sale tax/VAT Regd. No. (Copy to be attached): Yes/No
14. Sample of quality work carried out in past and quality deemed to be delivered (samples of copy along with seal attested by firm with mention of GSM against all types of scope of work): Yes/No
15. List and resume of staff engaged (drafting, content writing, designing, Translators and proof reader): Yes/No
16. Proof and declaration of self-owned infrastructure of firm for Digital and Offset Printing (Name and description of machineries and their features along with photographs in realtime installed in your firm and same may be verified during physical inspection): Yes/No

Signature of tenderer

Date:
Place:

Name:
Office Seal

North Central Zone Cultural Centre,Allahabad

14- C.S.P. Singh Marg, Allahabad

Ph.No- 2423720, 2423698

Tender Proforma

(To be filled in by the bidder and submit with their bid)

1. INVITATION CARDS-

<u>Specifications -</u>							
Finished Size - 7" x 5"							
Paper -Art card, 250 GSM, Double Colour Printing							
<u>with</u>							
Envelope - High Bright Ballarpur Maplitho Paper, GSM - 100, Double Colour Printing							
Sl. 1.	Description of Work (in units -each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						
<u>Specifications -</u>							
Finished Size - 7" x 5"							
Paper -Art card, 250 GSM, Four Colour Printing							
<u>with</u>							
Envelope - High Bright Ballarpur Maplitho Paper, GSM - 100, Double Colour Printing							
Sl. 2.	Description of Work (in units- each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Finished Size - 8.25" x 5.25"

Paper -Art card, 250 GSM, Double Colour Printing

with

**Envelope - High Bright Ballarpur Maplitho Paper,
GSM - 100, Double Colour Printing**

Sl. 3.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Finished Size - 8.25" x 5.25"

Paper -Art card, 250 GSM, Four Colour Printing

with

**Envelope - High Bright Ballarpur Maplitho Paper,
GSM - 100, Double Colour Printing**

Sl. 4.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Art Card Sheet ,Open Size - 6" x 18" Folded Size 6"x6"

Paper -Art card, 250 GSM, Double Colour Printing

with

Envelope - High Bright Ballarpur Maplitho Paper

GSM - 100, Double Colour Printing

Sl 5.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
1.a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Art Card Sheet ,Open Size - 6" x 18" Folded Size 6"x 6"

Paper -Art card, 250 GSM, Four Colour Printing

with

Envelope - High Bright Ballarpur Maplitho Paper

GSM - 100, Double Colour Printing

Sl. 6.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

<p><u>Specifications -</u> Art Card Sheet ,Open Size - 7" x 10" Folded Size 5"x7" Paper -Art card, 250 GSM, Double Colour Printing</p> <p><u>with</u> Envelope - High Bright Ballarpur Maplitho Paper GSM - 100, Double Colour Printing</p>							
Sl. 7.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a.)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						
<p><u>Specifications -</u> Art Card Sheet ,Open Size - 7" x 10" Folded Size 5"x7" Paper -Art card, 250 GSM, Four Colour Printing</p> <p><u>with</u> Envelope - High Bright Ballarpur Maplitho Paper GSM - 100, Double Colour Printing</p>							
Sl. 8.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a.)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Art Card Sheet ,Open Size - 8.25" x 10.5" Folded Size 8.25"x5.25"

Paper -Art card, 250 GSM, Double Colour Printing

with

Envelope - High Bright Ballarpur Maplitho Paper

GSM - 100, Double Colour Printing

Sl. 9.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Art Card Sheet ,Open Size - 8.25" x 10.5" Folded Size 8.25"x5.25"

GSM - 100, Four Colour Printing

with

Envelope - High Bright Ballarpur Maplitho Paper

GSM - 100, Double Colour Printing

Sl 10.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Art Card Sheet ,Open Size - 14" x 9" Folded Size 7"x 9"

GSM - 100, Double Colour Printing

with

Envelope - High Bright Ballarpur Maplitho Paper

GSM - 100, Double Colour Printing

Sl. 13.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a.)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

Specifications -

Art Card Sheet ,Open Size - 14" x 9" Folded Size 7"x 9"

GSM - 100, Four Colour Printing

with

Envelope - High Bright Ballarpur Maplitho Paper

GSM - 100, Double Colour Printing

Sl. 14.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a.)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

2.Calendar-

Specifications -

Imported Art Paper

Size - 18" x 23" , Single Sheeter Colours - 4 , GSM - 150

Sl.1.	Description of Work (in units each card =1 unit)	Upto 500 units	Upto 1000 units	Upto 2000 units
a)	As per above - rate for single side printing			
b)	As per above- rate for double side printing			
c)	Rate for Patti Binding			

3-Booklet-

(A) Specifications -

Imported Art Paper

Size - 9.5" x 7" , Text - Pages - 48, 100 GSM full 4 colour printing ,

Cover - 250 GSM in Four colours, with Stitch & Binding

Sl.1.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above specifications, rates for -						
b)	As per above, rates for per extra colour photograph						
c)	As above rate for per extra four pages in Colour						

(B) Specifications - Imported Art Paper

Size - 9.5" x 7" , Text - Pages - 48, 100 GSM full single colour(B/W) printing,Cover - 250 GSM in Four colours, with Stitch & Binding

Sl.2.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above specifications rates for -						
b)	As per above, rates for per extra colour photograph:						
c)	As per above, rates for per extra B/W Photograph						
d)	As per above rate for per extra four Colour pages :						
e)	As per above rate for per extra four B/W pages						

(C) Specifications -**Imported Art Paper****Size - 5.5" x 8.5", Text - Pages - 48, 100 GSM full 4 colour printing ,****Cover - 250 GSM in Four colours, with Stitch & Binding**

Sl..3	Description of Work (in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above specifications rates for -						
b)	As per above, rates for per extra colour photograph						
c)	As per above rate for per extra four pages in Colour						

(D) Specifications -**Imported Art Paper****Size - 5.5" x 8.5", Text - Pages - 48, 100 GSM full single colour(B/W) printing ,****Cover - 250 GSM in Four colours, with Stitch & Binding**

Sl.4.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above specifications rates for -						
b)	As per above, rates for per extra colour photograph:						
c)	As per above, rates for per extra B/W Photograph						
d)	As per above rate for per extra four Colour pages :						
e)	As per above rate for per extra four B/W pages						

4- Brochures / Folders-**Specifications -****Imported Art Paper-****Open Size - 10" x 14", Folder Size 7"X 10"Colour - 4 full colours****No. of Photos - 20 Colour ,****Printing - both sides, Paper - 130 (GSM)**

Sl.No.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates for-						
b)	As per above details, rate for per extra photograph						
c)	As per above details, rate for single colour printing both sides.						

5-Posters-

Specifications -

Imported Art Paper

Size - 17.5" x 22.5", Colours- Four Colour Printing, GSM - 130, Colour Photo- 4

Sl.No.	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details , rates for						
b)	As per above details , rates for per extra colour photo						
c)	As per above details , rates with single colour printing						

6. Car Parking Stickers-

Sl.No	Description of Work(in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	<u>Art Paper</u> Size - 3.5 " x 4.5", Colours - 4, GSM - 100						

7-Tickets-

Sl.	Description of Work (in units each card =1 unit)	Upto 10000 units	Upto 20000 units	Upto 50000 units	Upto 60000 units	Upto 80000 units	Upto 3000 units
a)	<u>Maplitho Paper</u> Size - 6" x 3.5" Colours - 4 GSM - 80 Binding - 100 slips together Including Numbering & Perforation						
b)	<u>Maplitho Paper</u> Size - 6" x 3.5" Colour - Single GSM - 80 Binding - 100 slips together Including Numbering & Perforation						

8-Certificates-

Sl.	Description of Work (in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	Art Paper Size - 11" x 8.5", Colours - 4, GSM - 250 (including numbering)						
b)	Matt Paper Size - 11" x 8.5", Colours - 4, GSM - 250 (including numbering)						

9-Handbills-

Sl.	Description of Work (in units each card =1 unit)	Upto 1000 units	Upto 3000 units	Upto 5000 units	Upto 10000 units	Upto 20000 units	Upto 3000 units
a)	Maplitho Paper Size - 8.5" x 10.5 ", Colour - Single GSM - 80 , Single side printing						
b)	As per above details , rates for both side printing						
c)	Maplitho Paper Size - 8.5" x 10.5 ", Colour - 4colour GSM - 80, Single side printing						
d)	As per above details , rates for both side printing						

10-Monographs-

<u>Specifications -</u>							
<u>Imported Art Paper</u>							
Size - 8" x 8" , Cover Page - Four Colour Printing , 250 GSM, No. of Text Pages - 60 (Four Colour Printing), 100 GSM, No. of Colour Photos- 20 (including proof reading, stitching & Binding, negative, positive, scanning, planning, layout, composing & printing)							
Sl.	Description of Work (in units - each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units	
a)	As per above details, rates						
b)	As per above details, rates for per extra photograph in Colour						
c)	As per above details, rates for per extra four colour pages.						

Specifications -**Imported Art Paper**

Size - 8" x 8" , Cover Page - Four Colour Printing , 250 GSM,

No. of Text Pages - 48 (Four Colour Printing), 100 GSM, No. of Colour Photos- 20

(including proof reading, stitching & Binding, negative, positive, scanning, planning, layout, composing & printing)

Sl.	Description of Work (in units - each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates					
b)	As per above details, rates for per extra photograph in Colour					
c)	As per above details, rates for per extra four colour pages.					

Specifications -**Imported Art Paper**

Size - 8" x 8" , Cover Page - Four Colour Printing , 250 GSM,

No. of Text Pages - 24 (Four Colour Printing), 100 GSM, No. of Colour Photos - 20

(including proof reading, stitching & Binding, negative, positive, scanning, planning, layout, composing & printing)

Sl.	Description of Work (in units - each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates					
b)	As per above details, rates for per extra photograph in Colour					
c)	As per above details, rates for per extra four colour pages.					

11-Magazines-**(a) Kala Sangam/Annual Activities/Annual Report/Any other magazine -****Specifications -****Art Paper-**

Size - 8.5" x 11"

Cover Page - Four Colour Printing on 250 GSM

Lamination: - Ordinary/Thermal

No. of Text Pages - 140 (130 GSM) four colour printing

No. of Photos - 60 Colour Photo

(including proof reading , stitching & binding, negative, positive, scanning, planning, layout, composing & printing)

Sl.	Description of Work (in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates for -						
b)	As per above details, rates without photographs						
c)	As per above details, rates for per extra colour photograph						
e)	As per above details, rates for per extra four colour pages.						

Specifications -**Art Paper-**

Size - 8.5" x 11"
 Cover Page - Four Colour Printing on 250 GSM
 Lamination: - Ordinary/Thermal
 No. of Text Pages - 140 (130 GSM) b/w printing
 No. of Photos - 60 Colour Photo
 (including proof reading , stitching & binding, negative, positive, scanning, planning, layout, composing & printing)

Sl.	Description of Work (in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates for -						
b)	As per above details, rates without photographs						
c)	As per above details, rates for per extra colour photograph						
e)	As per above details, rates for per extra four B/W pages.						

12-Books-**Specifications -****Matt Sheet**

Size - 7" x 9.5" (Sample book - Allahabad Jiley ki Etahasik Imarton Ka Abhilekhikaran)
 No. of Text Pages - 200 (100 GSM - High Bright Ballarpur Maplitho Paper)
 Paper for Cover Jacket - 250 GSM (4-colours) matt paper with lamination
 Paper for Paste in (Inner & End Paper) - 100 GSM- 4 Colours matt paper
 No. of Colour Photos - 40
 No. of B/W Photos - 10
 (Section Stitching & Special Binding-Including negative, positive, scanning, planning, layout, composing , & printing)

Sl.1	Description of Work (in units each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates for-					
b)	As per above details, rates for per extra Colour photograph					
c)	As per above details, rates for per extra B/W photograph					
d)	As per above details, rates without any photographs					
e)	As per above details, rates for per extra four b/w pages.					
f)	As per above details, rates for per extra four colour pages .					

Specifications -**Matt Sheet**

Size - 5.5" x 8.5" (Sample book - Bihar Ke Paramparik Natya)
 No. of Text Pages - 200 (100 GSM - High Bright Ballarpur Maplitho Paper)
 Paper for Cover Jacket - 250 GSM (4-colours) matt paper with lamination
 Paper for Paste in (Inner & End Paper) - 100 GSM- 4 Colours matt paper
 No. of Photos - 40 - Colour
 No. of B/W Photos - 10

(Section Stitching & Special Binding-Including negative, positive, scanning, planning, layout, composing , & printing)

Sl.1	Description of Work (in units each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates for-					
b)	As per above details, rates for per extra Colour photograph					
c)	As per above details, rates for per extra B/W photograph					
d)	As per above details, rates without any photographs					
e)	As per above details, rates for per extra four b/w pages.					
f)	As per above details, rates for per extra four colour pages .					

Matt Sheet

Size - 7" x 9.5" (Sample book - Allahabad Jiley ki Etihask Imarton Ka Abhilekhikaran)
 No. of Text Pages - 200 (100 GSM - High Bright Ballarpur Maplitho Paper)
 Paper for Cover Jacket - 250 GSM (4-colours) matt paper with lamination
 Paper for Paste in (Inner & End Paper) - 100 GSM- 4 Colours matt paper
 No. of Colour Photos - 40
 No. of B/W Photos - 10

(Section Stitching & Special Binding-Including negative, positive, scanning, planning, layout, composing , & printing)

Sl.2	Description of Work (in units each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates					
b)	As per above details, rates without photographs					
c)	As per above details, rates for per extra photograph 1. Colour : 2. B/W					
d)	As per above details, rates for per extra four b/w pages					
e)	As per above details, rates for per extra four colour pages.					

