

## **TENDER**

### **(OPEN & SHORT TERM TENDER OF 07 DAYS)**

**Name of Scope of Work:** Paper based Drafting, Designing, Printing, Publication and Supply work (Digital and Offset printing only)

#### **TERMS AND CONDITIONS**

The undersigned is directed to invite sealed offer from the reputed firms those are located, operational and active within the scope of municipal limits of Allahabad city for paper based Drafting, Designing, Printing, Publication, Supply work (Digital and Offset) at NCZCC, Allahabad. NCZCC organizes and conducts various cultural programs throughout the year and for various publication jobs during these programs.

#### **1. GUIDELINES FOR THE TENDERERS**

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, Supply work (Digital and Offset) at NCZCC, Allahabad"

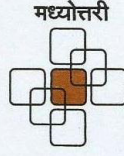
- a) The Interpolations, insertion, cutting and corrections, if any, made in the tender must be duly countersigned by the tenderer.
- b) The Annual Turnover of tenderer firm, organization, company and society must be 50 Lakhs or more and attach the certified copy of balance sheet in support of claim
- c) Tenderer must attach copy of their firm, organization, company and society PAN Card, VAT Certificate, and the registration and their agency must be a registered minimum before 03 years.
- d) 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.
- e) 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 signifies that tenderer accepts all the terms and condition.
- f) Contract will be stands for period of two years calculated from the date work order will be placed.
- g) Each bidder shall submit his bid in a separate sealed covers superscribed with the words "Tender for Paper based Printing and Publication Work". The Demand draft for Earnest Money should be submitted in a separate sealed envelope and superscribed with the word "Earnest Money". The bid and envelope containing the Demand Draft of Earnest Money shall be placed in one sealed envelope cover which shall be marked and super scribed as indicated in para 1 (a) above.

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- h) The bidder shall submit the Bid in Annexure –I (Technical bid) & II (Financial bid) to this Tender Document and Bid shall be evaluated in the basis of overall work for the all items taken together and not on the basis of charges quoted for the individual items. The Financial bid will be evaluated only if Firm emerges to qualify the Technical bid.
- i) The tenderer must have its own infrastructure and operational setup (both digital and offset) to meet and fulfill the printing and publication requirements and this claim may be physically verified by the NCZCC. On failing to find any of the setup for digital and offset printing the bid for the said firm will be rejected at the stage of Technical evaluation.
- j) The rate should be quoted both in figures and words in Indian Rupees. Rates quoted must include all the applicable taxes.
- k) The offers/bid must be submitted upto **03:00 PM** on **22.06.2017** to the undersigned. Any bid received after the due date and time, by whatever means, shall not be considered and shall be returned unopened.
- l) The tenderers should remain open for acceptance for a period of minimum 03 months for the date of opening of them.
- m) 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.
- n) The firm emerges to qualify 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, North Central Zone Cultural Centre' 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.
- o) The tenders will be opened in the office of the undersigned at **04:00 PM** on **22.06.2017**. 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.
- p) The work place/site covered under the subject may be got inspected during the working days between 10:30 AM and 05:00 PM.

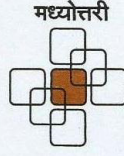
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## 2. GENERAL TERMS AND CONDITIONS

- 1) Acceptance of the bid shall be communicated to the successful bidder by a formal letter.
- 2) 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.
- 3) If in case any need arises for some or any of the particular event regarding printing and publication work that in such case fresh tender/ quotation (as applicable) may be called and work will be carried out. During the process of such tender(s)/quotation(s) authorized firm of NCZCC may participate that has been in contract through this tender.
- 4) Proof reading, designing, negative/positive, scanning, planning, text composing, etc. work will be covered within the scope of publication and printing work.
- 5) If in case there has been increase or decrease in number of pages then rates accepted for additional (04) pages will be considered for calculation and same will be applicable on photographs also. – ANNEXURE II
- 6) 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.
- 7) Attach sample(s) work duly attested and stamped by the tenderer and mention GSM on the sample(s) along with the tender application form or else your tender application will be considered invalid.
- 8) Quality of printing work deemed to be delivered must be high on merit. In case if the quality of Photo and Text printing is found substandard or below the acceptable level of quality then head-wise 5% of deduction will be made.
- 9) 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.
- 10) 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.
- 11) Sample of Invitation card, brochure, poster and books can be reviewed on any working day in the Dissemination section, NCZCC
- 12) The Director, NCZCC, Allahabad reserves the right to accept or reject any tender without assigning any reason thereof.
- 13) In case, the service is not found satisfactory, the Director, NCZCC, Allahabad reserves the right to terminate the contract at any stage.
- 14) Correction or over-writing in the tender document is not permissible. Every sheet of the tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.

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- 15) The firm should also quote their rates for all big and small items/parts which do not come under the work separately otherwise it will be presumed that all the item/parts whether big or small are included within the work and no additional cost on any account will be entertained.
- 16) Mere quoting lowest rates will not amount to commitment on part of NCZCC, Allahabad for award of contract as other technical conditions stipulated in the contract are also required to be fulfilled.

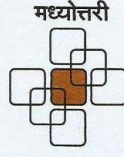
**3. TERMS AND CONDITIONS FOR CONTRACTOR:**

- a. Contractor will have to submit the Letter of Acceptance of Terms and Conditions on duly attested INR 100 Stamp paper, before the release of Work Order and on qualification of this tender
- b. It will be the sole responsibility of contractor to return the Design, materials, CD, DVD or any publication related material to NCZCC without damage and distortion. On damage and distortion of any of above mentioned item, the compensatory amount will be claimed from the contractor as recovery/compensation/restoration amount. 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.
- c. All kinds of dispute to be resolved within the jurisdiction of Allahabad District.
- d. CD/DVD of all the publication work must be submitted by contractor
- e. It will be the sole responsibility of contractor to keep and maintain record of all printing and publication work carried out by NCZCC and suppose to supply when demanded or required by NCZCC. On failing to produce the same appropriate legal activities will be carried out against the Tenderer.
- f. In case contractor fails to accept the work on qualification then as per rule a panel of tenderers will be formed and as per requirement work can be accorded to any of the participating Tenderer
- g. Contractor will have to submit the printing and publication job within the specified duration of time. In case work is not supplied in specified time frame or on production and submission of sub-standard work then Earnest money will be seized by NCZCC and also on the risk and cost of tenderer the complete work will be carried out by some other paneled or outside firm.

**4. 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.
- 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.

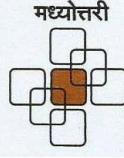
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**5. ARBITRATION**

In case of any dispute/ disagreements so as to the interpretation of any clause or otherwise relating to the work, that may arise during or after the execution of the contract, the matter shall be referred to the Director, NCZCC, Allahabad whose decision regarding interpretation shall be final and binding on both the parties. The proceedings of the arbitration shall be carried out only in Allahabad.

Director,  
NCZCC, Allahabad



**Annexure - I**

**General Information**  
**Tender Proforma**

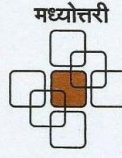
(To be filled in by the bidder and submit with their bid)

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



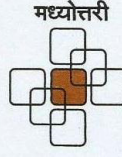
**Annexure - II**

**Tender Proforma**

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

**1. INVITATION CARDS-**

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

<b>Sl. 3.</b>	<b>Description of Work(in units each card =1 unit)</b>	<b>Upto 200 units</b>	<b>Upto 300 units</b>	<b>Upto 500 units</b>	<b>Upto 1000 units</b>	<b>Upto 2000 units</b>	<b>Upto 3000 units</b>
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"**

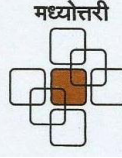
**Paper -Art card, 250 GSM, Four Colour Printing**

**with**

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

<b>Sl. 4.</b>	<b>Description of Work(in units each card =1 unit)</b>	<b>Upto 200 units</b>	<b>Upto 300 units</b>	<b>Upto 500 units</b>	<b>Upto 1000 units</b>	<b>Upto 2000 units</b>	<b>Upto 3000 units</b>
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	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
5.	.						
1.a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						

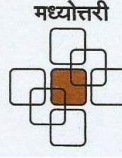
**Specifications -**

**Art Card Sheet ,Open Size - 6" x 18" Folded Size 6"x 6"**  
**Paper -Art card, 250 GSM, Four Colour Printing**

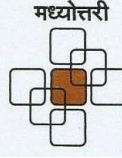
**with**

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

Sl.	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
6.							
a)	As per above details , rates for single side printing						
b)	As per above details , rates for double side printing						



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

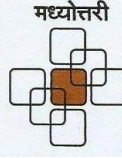
**GSM - 100, Four Colour Printing**

**with**

**Envelope - High Bright Ballarpur Maplitho Paper**

**GSM - 100, Double Colour Printing**

Sl. 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 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"**

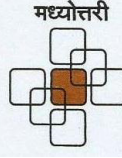
**GSM - 100, Four Colour Printing**

**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						

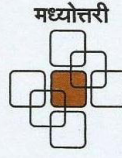


## 2.Calendar-

<b>Specifications -</b> <b>Imported Art Paper</b> <b>Size - 18" x 23" , Single Sheeter Colours - 4 , GSM - 150</b>				
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-

<b>(A) Specifications -</b> <b>Imported Art Paper</b> <b>Size - 9.5" x 7" , Text - Pages - 48, 100 GSM full 4 colour printing ,</b> <b>Cover - 250 GSM in Four colours, with Stitch &amp; Binding</b>							
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**

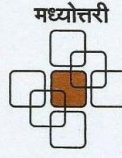
Sl.3	Description of Work (in units each card =1 unit)	Upto 200 units	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above specifications rates for -						
b)	As per above, rates for per extra colour photograph						
c)	As per above rate for per extra four pages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

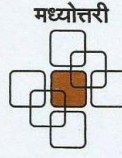
<b>Specifications -</b>							
<b>Imported Art Paper-</b>							
<b>Open Size - 10" x 14" , Folder Size 7"X 10"Colour - 4 full colours</b>							
<b>No. of Photos - 20 Colour ,</b>							
<b>Printing - both sides, Paper - 130 (GSM)</b>							
Sl.No.	Description of Work(in units each card =1 unit)	Upto 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-**

<b>Specifications -</b>							
<b>Imported Art Paper</b>							
<b>Size - 17.5" x 22.5" , Colours- Four Colour Printing, GSM - 130, Colour Photo- 4</b>							
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)	<b>Art Paper</b> 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)	<b>Maplitho Paper</b> Size - 6" x 3.5" Colours - 4 GSM - 80 Binding - 100 slips together Including Numbering & Perforation						
b)	<b>Maplitho Paper</b> Size - 6" x 3.5" Colour - Single GSM - 80 Binding - 100 slips together Including Numbering & Perforation						

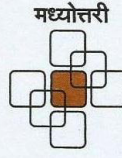
**8-Certificates-**

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)	<b>Art Paper</b> Size - 11" x 8.5", Colours - 4, GSM - 250 (including numbering)						
b)	<b>Matt Paper</b> 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)	<b>Maplitho Paper</b> Size - 8.5" x 10.5 ", Colour - Single GSM - 80 , Single side printing						
b)	As per above details , rates for both side printing						
c)	<b>Maplitho Paper</b> 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-**

**Specifications -**

**Imported Art Paper**

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)

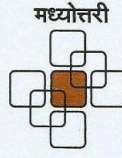
Sl.	Description of Work (in units - each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates					
b)	As per above details, rates for per extra photograph in Colour					
c)	As per above details, rates for per extra four colour pages.					

**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.						

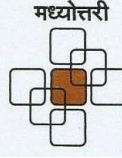
**Specifications -**

**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 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 )

<b>Sl.1</b>	<b>Description of Work (in units each card =1 unit)</b>	<b>Upto 300 units</b>	<b>Upto 500 units</b>	<b>Upto 1000 units</b>	<b>Upto 2000 units</b>	<b>Upto 3000 units</b>
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 )

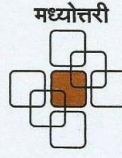
Sl.1	Description of Work (in units each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates for-					
b)	As per above details, rates for per extra Colour photograph					
c)	As per above details, rates for per extra B/W photograph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



### 13-News Letters

#### Specifications -

##### Art Paper-

**Size** - 8.5"x 11"  
Paper for Cover - 250 GSM (4- colour)  
Silver coated art card lamination  
No. of Text Pages - 16 (130 GSM in 4- colour)  
No. of Photos - 50 Colour  
(including stitching & Binding, negative, positive, scanning, planning, layout, composing & printing)

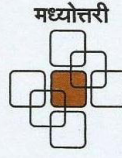
Sl.1	Description of Work (in units each card =1 unit)	Upto 300 units	Upto 500 units	Upto 1000 units	Upto 2000 units	Upto 3000 units
a)	As per above details, rates for					
b)	As per above details, rates for per extra four colour pages					
c)	As per above details, rates for per extra colour photograph					

#### Specifications -

##### Matt Paper-

**Size** - 8.5" x 11"  
Paper for Cover - 250 GSM (4- colour)  
Silver coated art card lamination  
No. of Text Pages - 16 (130 GSM in 4- colour)  
No. of Photos - 50 Colour  
(including stitching & Binding, 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, rate for					
b)	As per above details, rate for per extra four colour pages					
c)	As per above details, rate for per extra colour photograph					



**14- Compendium**

**Specifications -**

**Scanning of A-4 Size Paper or Newspaper Clippings or Photographs on Art Paper-**

**Size** - A-4  
**Paper for Cover** - 250 GSM (4- colour)  
Silver coated art card lamination  
**No. of Text Pages** - 100 (130 GSM in 4- full colour)  
**No. of Colour Photos** - 100  
(including stitching & Binding, negative, positive, scanning, planning, layout, composing & printing)

Sl.1	Description of Work (in units each card =1 unit)	Upto 50 units	Upto 100 units	Upto 200 units	Upto 300 units	Upto 3000 units
a)	As per above details, rate for					
b)	As per above details, rate for per extra four colour pages					
c)	Extra Scanning Charges					

**Specifications -**

**Scanning of Newspaper Clippings and Photographs on Art Paper-**

**Size** - A-4  
**Paper for Cover** - 250 GSM (4- colour)\  
Silver coated art card lamination  
**No. of Text Pages** - 100 (130 GSM in B/W)  
(including stitching & Binding, negative, positive, scanning, planning, layout, composing & printing)

Sl.2	Description of Work (in units each card =1 unit)	Upto 50 units	Upto 100 units	Upto 200 units	Upto 300 units	Upto 3000 units
a)	As per above details, rate for					
b)	As per above details, rate for per extra four B/W pages					
c)	Extra Scanning Charges					

**Specifications -**

**Laser Printing of Material -**

**Art Paper-**

**Size** - A-4 (100 GSM)

Sl.1	Description of Work (in units each card =1 unit)	Upto 50 units	Upto 100 units	Upto 200 units	Upto 300 units	Upto 3000 units
a)	As per above details, rate for colour printing					
b)	As per above details, rate for per extra colour page					
c)	As per above details, rate for B/W printing					
d)	As per above details, rate for per extra B/W Page					