

**Tender For Empanelment of Firms/Printers
National Institute of Indian Medical Heritage(NIIMH)
Sy.No.314, Revenue Board Colony, Gaddiannaram, Hyderabad – 500 036 Telangana State**

Instructions to bidders for empanelment of Firms/Printers
National Institute of Indian Medical Heritage(NIIMH), at Sy.No.314,
Revenue Board Colony, Gaddiannaram, Hyderabad – 500 036 Telangana State

NIT FOR EMPANELMENT OF FIRMS/PRINTERS

Sealed tender in two bid systems (technical & financial) are invited from the reputed/registered firms/printers having five years experience in printing works for empanelment of Institutes job of various printed material with offset printing such as Journals/Books/Monographs, News Letters & Annual Reports, Folders, Booklets With CD/DVD (Writing), Face Printing on CD with Cover Label Printing and Paper Flex Posters/Vinyl Posters & Popup with stand in English, Hindi. Expenditure for the above jobs will be approx. Rs. 50 Lakhs annually depending upon the requirements. The interested firms/printers may quote their rates to be valid initially for a period of one year from the date of award of work order/contract with an option to extend the contract up to three years on yearly basis on the existing rates, terms and conditions with mutual consent and with prior intimation before one month of the expiry of the existing contract terms. However, the decision of the Institute will be final and no further correspondence will be entertained in this regards.

The tender forms may be obtained from the NIIMH(Room no. 106/A) on non refundable payment of Rs. 500/- (Rupees Five Hundred only) against the DD/Pay Order in favour of Director, National Institute of Indian Medical Heritage, Payable at Hyderabad on all working days except Holidays, Saturday/Sunday. The tender will also be available in the website of the Institute <http://niimh.nic.in> and the same may be downloaded and submitted to the Institute along with tender cost by way of D.D./Pay Order of Rs. 500/- in favour Director, National Institute of Indian Medical Heritage, Payable at Hyderabad.

1. General information about the tender:-

a)	Tender Reference No.	NIIMH/Admn/28
b)	Last date and time for receipt of Tenders	02 nd Feb, 2015 at 11:00 hrs.
c)	Time and date of opening of Technical bids	02 nd Feb, 2015 at 11:00 hrs.
d)	Time and date for opening of Financial bids	Will be informed to the bidders who have qualified technically
d)	Place of opening of Tenders	Conference Room, 2 nd Floor, NIIMH, Revenue Board Colony, Gaddiannaram, Hyderabad – 500 036
f)	Contact Person	Dr. A. Narayana, Director

2. Submission of Tenders

Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed "Financial Bid "and" Technical Bid" and put inside a bigger sealed envelope which shall be super-scribed with the

words, "Tender for empanelment of firms/Printers for various printing & allied jobs of NIIMH" on the top of the sealed cover. The sealed Tenders may be sent by Speed Post / Registered Post or delivered by-hand, so as to reach the following address, by due date and time. Tenders received late will be rejected outright.

The Director
National Institute of Indian Medical Heritage,
Sy.No.314, Revenue Board Colony, Gaddiannaram,
Hyderabad – 500 036, Telangana State

3. The tenderers may quote their rates for all the required printed jobs OR any specific item mentioned above in accordance with the manual and mechanical capacity and feasibility. The details are enclosed at Annexure I & II (A to E).
4. The Director, National Institute of Indian Medical Heritage, Hyderabad is not bound to accept the lowest quotation for all printed jobs or any of the specific job and decision of the Institute in this regard shall be final.
5. The submission of quotation shall be taken as an acceptance of the terms and conditions including furnishing of Earnest Money for the desired amount Rs. 50,000/- (Fifty thousand only) in the form of DD/Pay Order in favour of Director, National Institute of Indian Medical Heritage Payable at Hyderabad. **Cheques will not be accepted.**
6. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenders are settled but that of the successful tenderers will be retained till submitting of work/contract performance security. No interest will be paid for the earnest money till retention in NIIMH for execution of Printed Jobs.
7. The financial bids will be considered for opening for those printers who had fulfilled the requirements of Technical bid and will be informed accordingly. Intervention of the tenderers in this regard will not be entertained in any form.
8. On the recommendations of duly Constituted Committee and acceptance by the Director, NIIMH, the contract will be awarded initially for a period of one year which may be extendable on the terms and conditions up to three years with mutual consent.
9. Any dispute in this regard after opening of tenders, the decision of Director, NIIMH shall be final and bounded for all the tenderers.
10. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be for-feited and no correspondence in this regard will be entertained thereafter.
11. Tenderers shall invariably specify in their tender the delivery conditions including the time required for executing the work.
12. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also execute an agreement on non-judicial stamp paper of Rs. 100=00 (Rupees one hundred only) for the fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail the penalties.
13. The successful tenderer before signing the agreement and within the period specified in the letter of acceptance of his tender, deposit a sum of Rs. 1,00,000/- (Rupees one lakh only) as [work performance security money] for the satisfactory fulfillment of the contract. The amount of

security may be deposited by way of DD/Pay Order/FDR in favour of Director, National Institute of Indian Medical Heritage Payable at Hyderabad. Letter of guarantee in prescribed form for the amount of security from an approved bank may also be considered enough at the discretion of the Institute. If the successful tenderer fails to deposit the security, execute the agreements stated above in respect of conveyance out of assigned printing order the earnest money deposited by him will be forfeited [to the Institute and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the Institute on account of the assignment will be recovered from the defaulter who will, however not be entitled to any gain accruing thereby].

14. In case where a successful tenderer, after executing the job partially or does not fulfill the contracts in full the Institute at its discretion may get the work done from the next higher tenderer who has offered to execute the job and the loss, if any, caused to the Institute due to increased rates shall there by tighter with such sums as may be fixed by the Institute towards damages be borne by the defaulting tenderer.
15. The security deposit shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract period, but in the event of any dispute arising between the Institute and the contractor, the Institute shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the Institute to the contractor.
16. All incidental expenses incurred by the Institute for making payments outside the district in which the claim arises shall be borne by the contractor.
17. The contractor not assigns or make over the contract of the benefits or burdens thereof to any person or body corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof without the consent in writing of the Director, NIIMH who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is executed.
18. In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to makes any assignment for the benefit of his creditors or proposes to make any composition with his creditors for settlement of his debts, or carries on his business or the contract under inspection on behalf of his creditors or in case any receiving order or orders for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or in case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits the contract shall there upon after notice given by the Director, NIIMH to the contractor be determined and the Institute may complete the contract in such time and by such persons as the Institute shall think fit. All expenses and damage caused to the Institute by any breach of contract by the contractor shall be paid by the Institute and may be recovered from his under provisions of the Revenue Recovery Act in force.
19. In case the contractor fails to deliver the material within the time provided for delivery of the same, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on part to be observed and performed then and in any such case, it shall be lawful for the Institute (if they shall think fit to do so) arrange for the printing of said materials of the Director, NIIMH put an end to his contract and in case the Institute shall have incurred,

sustained or been put to any costs, damages or expenses by reasons of such purchase / printing or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the Institute under and by virtue of this contract, it shall be lawful for the Institute to cutoff any money for the time being payable or owing to the contractor from the Institute under or by virtue of this contract, or otherwise, to pay and reimburse to the Institute, all such costs, damages and expenses they may have sustained, incurred or been put to be reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid also all such differences in prices, compensation, loss costs, damages, expenses and other moneys as shall for the time being be payable to the contractor aforesaid. Not with-standing anything contained in the general conditions mentioned herein the Institute reserves the right to exclude any item in the list and procure the same through other means, at any time if it considered necessary.

20. In case of any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be settled within the jurisdiction of Hyderabad Court only.
21. Any sum of money due and payable to the successful tenderer from the Institute will be adjusted against any sum of money due to the Institute from any other contracts.
22. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Director, NIIMH and set off against any claim of the Director, NIIMH for the payment of a sum of money arising out of or under any other contract made by the contractor with the Director, NIIMH or any other person authorized by the Director, NIIMH.
23. Any notice required to be served for non-compliance of terms/conditions of the supply order shall be sent at the known address of contractor either speed post or by Regd. Post only.
24. Enhancement of rates once accepted will not be considered for any kind of printed job and contractor shall be required to execute the order as per agreed rates till the agreed period of contract.
25. Any attempt on the part of tenderers or their agents to influence officials of this Institute in their favour by personal canvassing will disqualify the tenders.
26. In the event of default in executing the work and supply of printed materials within the stipulated period the penalty clauses for forfeiting of security deposit shall be applicable.
27. The tenderer should quote rates for all items required for printed jobs. In any case the successful tenderer shall bind himself to execute the work entrusted at the rates quoted by him including the cost of paper. Complete specifications should be spelt out and samples furnished in respect of papers for printing, text-printing, cover printing etc., should be matched. Sub-standard, defective articles / papers / printing work will not be accepted. The same is to be rejected and no payment will be made for defected printed jobs by the Institute.
28. The samples of work and other specifications can be seen in the Institute office during working hours on all working days between 2 to 4 pm. Marginal adjustments in size will be allowed depending on availability of paper with mutual consent in writing to avoid any likely dispute.
29. For facility of reference a Performa is enclosed giving the items for which normally rates should be quoted in addition to information that may be required to be furnished as per tender conditions.
30. Special conditions, if any, printed on the quotation sheets of the tenderers or attached with the tender will not be applicable to be contract unless they are expressly accepted in writing by the Institute.

31. The Galley and Final proof should be got approved from the Institute Office before commencing of final printing. Any minor changes made therein for convenient and betterment is to be accommodated without any extra charges.
32. No extra charges will be payable for any minor additions/alterations in proofs, if required.
33. Composed matter is to be delivered to the Institute as specified in the order.
34. Greek letters, diacritical marks and other intricate letters that are likely to be used in Books/Monographs and other publications as and when required (Proof of work already executed to be shown in Technical Bid).
35. Paper is to be provided by the firm/printers and no advance will be given for this work. The sample of paper (both for text and cover) to be used with its full specifications viz, size brand and poundage is to be furnished with quotations.
36. The firm/printers will not have any kind of copy right whatsoever in respect of the publications printed by them.
37. The Institute reserves the right to reject any or all quotations without assigning any reason.
38. The Institute reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.
39. Only those firms / printers who have well experienced in printing and have evidence to that extant only need to submit their quotations. In the event, they are liable to be rejected.

Other Terms & Conditions

- I. The tender should provide the detail about the Firm, experience, manpower, clientage, sample of paper to be used etc., in technical bid (Annexure I) whereas in the Financial Bid (Annexure II) will contain the rates of the desired sample which includes all taxes and delivery at this Institute. Tender Processing Committee will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid.
- II. The bidder should have the following qualifications for bidding:
 1. Shall have been in existence for not less than five years and presence in Hyderabad.
 - a) Shall be having sufficient experience and expertise in the relevant filed.
 - b) Should have PAN/TIN/CST/VAT registration.
 - c) Shall have experience in dealing with Government Departments.
 - d) Shall have annual turnover of more than Rs. One crore for the last three years.
- III. The tenderers have to submit self attested Xerox copies of their firm / company registration, PAN card, TIN/TAN/CST/VAT registration in the name of firm.
- IV. The rates quoted by the selected firm, and approved by the Institute shall remain valid for a period of ONE YEAR from the date of award of contract. Any request to increase the rates for any item(s), during the currency of the contract, shall not be considered. However in exceptional circumstances the tenure may be extended with mutual consent for further period up to 3 years.
- V. This Institute, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, the same will be rectified by the selected firm. If the selected firm fails to rectify the deficiencies or fails to comply with other directions/instructions of the Institute, the contract is liable to be terminated. The Institute further reserves the right to suo moto terminates the contract at any point of time without

- giving any prior notice not be considered. However in exceptional circumstances the tenure may be extended with mutual consent for further period up to 3 years.
- VI. The selected Firm (s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the NIIMH. The selected Firm shall ensure the delivery of the items in the office of the Institute. No separate charges shall be paid for delivery of printed material.
 - VII. The selected Firm will also submit soft copy of the printed material in PDF & editable format to this Office for future use and record. The soft and hard copy of the printed material will be the property of NIIMH and the Printer will not use the material anywhere else.
 - VIII. Supply should normally be made during the office hours on any working day. The Institute will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
 - IX. Order for items will be placed on requirement basis. No advance payment will be made by the Institute. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the Institute.
 - X. The Institute will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Institute.
 - XI. In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidder for the respective item of work.
 - XII. The bidder should have latest DTP software and hardware & sufficient manpower for designing and should have their own Offset Printing Machines or tie-up with other offset printing machine owners.
 - XIII. The Institute reserves the right to reject any / all offer (s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
 - XIV. The tender submitted without the requisite valid documents/EMD will be summarily rejected.

Note: The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by NIIMH.

DIRECTOR

Encl.:-

1. General Information
2. Tender form
3. Terms and Conditions of Contract
4. Proforma for Technical BID
5. Proforma for Financial BID

General Information

Cost of tender form	:	Rs. 500/- (Rupees five hundred only).
Last date and time for receipts of tender	:	22.01.2015 upto 11 A.M.
Date & Time for opening for tender	:	on 22.01.2015 at 11 A.M. in the presence of all the tenderers / representatives, who like to present.
Refundable Earnest money for Council's Publication	:	Rs. 50,000/- (Rupees Fifty Thousand only).
The period of validity of approved rates of the Printer/ Firm	:	12 months from the date of award of contract.
Quality of Paper	:	As per required, specification & Mill should be followed before commencing the final printing jobs, sample of paper may be got approved from office in writing.
Estimated Value	:	Approx. Rs. 50/- Lakhs per annum.

The printed materials jobs are to be supplied F.O.R. to National Institute of Indian Medical Heritage(NIIMH), at Sy.No.314, Revenue Board Colony, Gaddiannaram, Hyderabad – 500 036 Telangana State [at the cost of selected Firm] without any extra charges.

ANNEXURE – I**PROFORMA FOR TECHNICAL BID**

1.	Name of the Firm & Owner (With Tel./Mob. Nos.)	:-	
2.	Office Address with Tel./Fax/Mob.Nos.	:-	
3.	PAN No. (in the name of Firm)	:-	
4.	TIN/TAN/CST No. (in the name of Firm)	:-	
5.	Annual Turnover (copy of balance sheet)	:-	2011-12..... 2012-13..... 2013-14.....
6.	Past experience with Govt. Department-Name and Period to whom service provided	:-	
7.	Staff	:-	
8.	Whether proof of work & sample paper of each item attached	:-	
9.	Details of EMD	:-	
10.	Other details, if any	:-	

I/We have read the terms & Conditions of the Notice Inviting Tender. I/We agree with all the terms & conditions.

(Signature of Owner/Authorized Representative)

PROFORMA FOR FINANCIAL BID

(A) SPECIFICATION FOR PRINTING OF JOURNALS / BOOKS/ MONOGRAPHS etc.

1.	Version	Hindi/ English / Sanskrit/ Regional Language (S) etc.	
2.	Size	7" x 9.5" and A4 (8.25 x 11.6 inches)	
3.	Type of Material	Manuscripts	
4.	Paper	Text	80 GSM Maplitho (Balarpur) 130 GSM Art (Sinarmass) 170 GSM Art Paper (Sinarmass)
		Cover	250 GSM Imported Art Card for Perfect binding with lamination. Hard bound with jacket [130 GSM Art paper with Lamination for Jacket]. Hard bound without jacket with lamination.
5.	Colour	Text	1) Single Colour, 2) Double Colour and 3) Four Colour
		Cover	4+4
6.	Binding	Perfect binding Hard bound with jacket [130 GSM Art Paper with Lamination for Jacket] Hard bound without jacket	
7.	Rate per page (including typesetting, scanning + planning, plate making & printing)	For 1000 copies	7"x 9.5" Size A4 Size
		Text:1) Single Colour	Rs..... Rs.....
		2) Double Colour	Rs..... Rs.....
		3) Four Colour	Rs..... Rs.....
		For 500 copies	7"x 9.5" Size A4 Size
		Text:1) Single Colour	Rs..... Rs.....
		2) Double Colour	Rs..... Rs.....
		3) Four Colour	Rs..... Rs.....
		For 200 copies	7"x 9.5" Size A4 Size
		Text:1) Single Colour	Rs..... Rs.....
		2) Double Colour	Rs..... Rs.....
		3) Four Colour	Rs..... Rs.....
8.	Cost of Text paper per leaf	7"x 9.5" Size A4 Size	
		80 GSM Maplitho (Balarpur)	Rs..... P.leaf Rs..... P.leaf
		130 GSM Maplitho (Sinarmass)	Rs..... P.leaf Rs..... P.leaf
		170 GSM Maplitho (Sinarmass)	Rs..... P.leaf Rs..... P.leaf

9.	Cost of cover (including typesetting scanning +planning, plate making & printing + Lamination & Binding)	<p>Perfect Binding</p> <p>7"x 9.5" Size A4 Size</p> <p>Upto 100 pages Rs.....per copy Rs.....per copy</p> <p>Upto 200 pages Rs.....per copy Rs.....per copy</p> <p>Upto 300 pages Rs.....per copy Rs.....per copy</p> <p>Upto 400 pages Rs.....per copy Rs.....per copy</p> <p>More than 400 pages</p> <p>Rs.....per copy Rs.....per copy</p> <p>Hard Bound (resin) with Jacket {130 GSM Art Paper with Lamination for Jacket}</p> <p>7"x 9.5" Size A4 Size</p> <p>Upto 300 pages Rs.....per copy Rs.....per copy</p> <p>Upto 500 pages Rs.....per copy Rs.....per copy</p> <p>Upto 800 pages Rs.....per copy Rs.....per copy</p> <p>Upto 1200 pagesRs.....per copy Rs.....per copy</p> <p>More than 1200 pages</p> <p>Rs.....per copy Rs.....per copy</p> <p>Hard Bound without Jacket</p> <p>7"x 9.5" Size A4 Size</p> <p>Upto 300 pages Rs.....per copy Rs.....per copy</p> <p>Upto 500 pages Rs.....per copy Rs.....per copy</p> <p>Upto 800 pages Rs.....per copy Rs.....per copy</p> <p>Upto 1200 pagesRs.....per copy Rs.....per copy</p> <p>More than 1200 pages</p> <p>Rs.....per copy Rs.....per copy</p>
10.	Cost of Subscription Form	(Including single color printing & 170 GSM Sinarmass Paper Cost)
REPRINTS: The articles which will be printed in the Journal are to be reprinted individually.		
1.	Quantity	50 reprints of each article
2.	Rate per page (including typesetting, scanning + planning, plate making & printing)	<p>7"x 9.5" Size A4 Size</p> <p>Text:</p> <p>Single Colour Rs.....per form Rs..... per form</p>
3.	Cost of Text paper per leaf for 50 copies	<p>7"x 9.5" Size A4 Size</p> <p>130 GSM Paper Rs..... P.leaf Rs..... P.leaf (Sinarmass).</p>
4.	Binding	Centre Stapling per copy Rs.....
5.	Taxes if any	
6.	Period for completion of work	

Note: Complete material in CD/DVD (in editable form) is to be deposited with the NIIMH.

(B) SPECIFICATION FOR PRINTING OF FOLDERS

1.	Folder / Version	Hindi / English / Regional Language(S) / Foreign Language(s)etc.
2.	Size	Single Fold (10.5"x12.5") Double Fold (10.5"x19")
3.	Paper	225 GSM Magnastar art card
4.	Colour	4+4
5.	Type of Material	Soft copy will be provided and designing will be done by printer
6.	Period for Completion of work	Fifteen days.
7.	Rate	For 1000 Folders {225 GSM Magnastar art card With matt lamination} Single Fold Rs. (10.5"x12.5")each Double Fold Rs. (10.5"x19")each For Subsequent 500Folders {225 GSM Magnastar art card With matt lamination} Single Fold Rs. (10.5"x12.5")each Double Fold Rs. (10.5"x19")each
8.	Taxes if any	
9.	Period for completion of work	

Note: Complete material in CD/DVD (in editable form) to deposited with the NIIMH.

(C) SPECIFICATION FOR PRINTINGS OF BOOKLETS

1.	Booklets /Version		Hindi/English / Regional Language(s) etc												
2.	Size		5.5" x 8.5"												
3.	Quantity		1000 Copies												
4.	Paper	Text	80 GSM Maplitho (Balarpur) 130 GSM Art (Sinarmass) 170 GSM Art Paper (Sinarmass)												
		Cover	250 GSM Imported Art Card												
5.	Colour	Text	1) Single Colour, 2) Double Colour and 3) Four Colour												
		Cover	4+4												
6.	Type of Material		Manuscripts												
7.	Binding		Perfect												
8.	Rate per page (including typesetting, scanning + planning, plate making & printing)		<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">For 1000 Copies</td> <td style="text-align: right;">For Subsequent 500 Copies</td> </tr> <tr> <td>Text:1) Single Colour</td> <td style="text-align: right;">Rs.....</td> <td style="text-align: right;">Rs.....</td> </tr> <tr> <td>2) Double Colour</td> <td style="text-align: right;">Rs.....</td> <td style="text-align: right;">Rs.....</td> </tr> <tr> <td>3) Four Colour</td> <td style="text-align: right;">Rs.....</td> <td style="text-align: right;">Rs.....</td> </tr> </table>		For 1000 Copies	For Subsequent 500 Copies	Text:1) Single Colour	Rs.....	Rs.....	2) Double Colour	Rs.....	Rs.....	3) Four Colour	Rs.....	Rs.....
	For 1000 Copies	For Subsequent 500 Copies													
Text:1) Single Colour	Rs.....	Rs.....													
2) Double Colour	Rs.....	Rs.....													
3) Four Colour	Rs.....	Rs.....													
9.	Cost of Text paper per leaf		<table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">For 1000 Copies</td> </tr> <tr> <td>80 GSM Maplitho (Balarpur)</td> <td style="text-align: right;">Rs..... per leaf</td> </tr> <tr> <td>130 GSM Art Paper (sinarmass)</td> <td style="text-align: right;">Rs..... per leaf</td> </tr> <tr> <td>170 GSM Art Paper (sinarmass)</td> <td style="text-align: right;">Rs..... per leaf</td> </tr> </table>		For 1000 Copies	80 GSM Maplitho (Balarpur)	Rs..... per leaf	130 GSM Art Paper (sinarmass)	Rs..... per leaf	170 GSM Art Paper (sinarmass)	Rs..... per leaf				
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170 GSM Art Paper (sinarmass)	Rs..... per leaf														
10.	Cost of cover (including typesetting scanning +planning, plate making & printing + Lamination &		<table style="width: 100%; border: none;"> <tr> <td colspan="2">Perfect Binding</td> </tr> <tr> <td>Upto 50 pages</td> <td style="text-align: right;">Rs.....</td> </tr> <tr> <td>Upto 100 pages</td> <td style="text-align: right;">Rs.....</td> </tr> <tr> <td>More than 100 pages</td> <td style="text-align: right;">Rs.....</td> </tr> </table>	Perfect Binding		Upto 50 pages	Rs.....	Upto 100 pages	Rs.....	More than 100 pages	Rs.....				
Perfect Binding															
Upto 50 pages	Rs.....														
Upto 100 pages	Rs.....														
More than 100 pages	Rs.....														
11.	Taxes if any														
12.	Period for completion of work														

Note: Complete material in CD/DVD (in editable form) is to be deposited with the Institute.

(D) SPECIFICATION FOR CD/DVD REPLICATION & MULTICOLOUR PHOTO STAMPING AND COVER LABEL PRINTING

1.	Version	Hindi/ English / Regional Language(s) etc.	
2.	Size	Standard	
3.	Quantity	Minimum 100	
4.	Specifications	{ CD/DVD (Replication & Multicolour Photo Stamping) and Plastic unbreakable case with Cover Label printing on 130 GSM Art paper }	
5.	Colour	Text	1) Double Colour 2) Four Colour
6.	(A) Rate per CD/DVD (including Designing, planning, Printing & cost of paper)	CD Double colour	CD Four colour
		Rs..... each	Rs..... each
		DVD Double colour	DVD Four colour
		Rs..... each	Rs..... each
(B) Rate per CD/DVD for subsequent & above 100 copies (including Designing, planning, Printing & cost of paper)	CD Double colour	CD Four colour	
	Rs..... each	Rs..... each	
	DVD Double colour	DVD Four colour	
	Rs..... each	Rs..... each	
7.	Taxes if any		
8.	Period for completion of work		

Note: Complete material in CD/DVD (in editable form) is to be deposited with the Institute.

**(E) SPECIFICATION FOR PRINTINGS OF PAPER POSTERS /FLEXS
(BANNER)/ VINYL (BANNER) & POPUP.**

1.	Version	Hindi/ English / Regional Language (S) / Foreign Language (S)
2.	Colour	4 Colour
3.	Type of Material	Manuscripts
4.	Paper Poster (including designing, printing, gumming & cost of paper)	130 GSM Maplitho (Balarpur) Rs..... Sq.ft. 170 GSM Art Paper (sinarmass) Rs..... Sq.ft. 225 GSM Art Paper (sinarmass) Rs..... Sq.ft.
5.	Flex (banner) {including designing, printing and cost of flex}	Star Flex Rs.....Sq.ft. Normal Flex Rs.....Sq.ft.
6.	Vinyl (banner) {including designing, printing and cost of flex}	Special Vinyl Rs.....Sq.ft. Normal Vinyl Rs.....Sq.ft.
7.	Popup and Steel Stand with cover (including designing, printing & cost of material)	Rs..... Sq.ft.
8.	Taxes if any	
9.	Period for completion of work	

Note: Complete material in CD/DVD (in editable form) is to be deposited with the Institute.