



BUREAU OF INDIAN STANDARDS

9 B.S. Zafar Marg, New Delhi - 110002

Empanelment of Offset, Silk Screen Printers and DTP Compositors

CORRIGENDUM

Refer to the Tender Notice published on 1 January 2008. The last date of submission of Tender should be read as 21 January 2008 at 1500 hrs instead of 17 January 2008. Other terms and conditions remain unchanged.



भारतीय मानक ब्यूरो

9 बहादुर शाह जफर मार्ग, नई दिल्ली - 110002

आफसेट, सिल्क स्क्रीन प्रिंटर्स और डीटीपी कम्पोज़िटर्स का पैनल बनाना

संशोधन पत्र

1 जनवरी 2008 को प्रकाशित टेंडर नोटिस के संदर्भ में टेंडर जमा कराने की अंतिम तिथि को 17 जनवरी 2008 के स्थान पर 21 जनवरी 2008, 1500 बजे तक पढ़ा जाए। अन्य नियम व शर्तें अपरिवर्तनीय हैं।



भारतीय मानक ब्यूरो

9 बहादुर शाह जफर मार्ग, नई दिल्ली - 110002

आफसेट, सिल्क स्क्रीन प्रिंटर्स और डीटीपी कम्पोज़िटर्स का पैनेल बनाना

भारतीय मानक ब्यूरो प्रतिवर्ष विभिन्न प्रकार के प्रकाशन निकालता है जैसे कि मानक, हैंडबुक, पत्रिकाएं, बहुरंगी प्रचार सामग्री तथा ए-4 (210 x 297 मिमि) अथवा ए-5 (148 x 210 मिमि) साइज में अन्य दस्तावेज। इसके लिए प्रिंटर्स का एक पैनेल बनाया जाना प्रस्तावित है जिसकी दरें दो वर्ष के लिए वैध होगी जिसे आपसी सहमति होने पर एक वर्ष के लिए और बढ़ाया जा सकता है। मुद्रण का खर्च और मुद्रण कागज़/सामग्री दरों में ही शामिल होगी। उपरोक्त कार्यों की कम्पोज़िंग और मुद्रण के लिए सुस्थापित प्रिंटर्स से प्रस्ताव आमंत्रित किए जाते हैं। वार्षिक बजट व्यय लगभग 40-50 लाख रूपए प्रति वर्ष है।

निविदाएं, तकनीकी और मूल्य, दो बोलियों में जमा करनी होंगी। इच्छुक पार्टियाँ 500.00 रूपए के नकद भुगतान पर निर्दिष्ट निविदा फार्म **निदेशक (मुद्रण), भारतीय मानक ब्यूरो, 9 बहादुर शाह जफर मार्ग, नई दिल्ली - 110002** से किसी भी कार्य दिवस में 1000 बजे से 1630 बजे के बीच प्राप्त कर सकती हैं। निविदा दस्तावेज़ भा.मा.ब्यूरो की वेबसाइट www.bis.org.in से भी डाउनलोड किए जा सकते हैं और इसे 500.00 रूपए के नकद भुगतान के साथ निदेशक (मुद्रण) के पास जमा करना होगा। पैनेल में शामिल करने के लिए केवल उन्हीं फर्मों के नाम पर विचार किया जाएगा जिनके पास उपयुक्त ढांचा होगा जिसमें राष्ट्रीय राजधानी क्षेत्र में अपनी प्रिंटिंग मशीनें और उपकरणों का होना शामिल है। **निविदाएं जमा करने की अंतिम तिथि 17 जनवरी 2008, 1500 बजे तक है** जिसके उपरांत निविदाएं स्वीकार नहीं होगी। सभी निविदाओं को अगले कार्य दिवस पर 1100 बजे निविदाकर्ताओं अथवा उनके प्राधिकृत प्रतिनिधि की उपास्थिति में खोला जाएगा।



BUREAU OF INDIAN STANDARDS

9 B.S. Zafar Marg, New Delhi - 110002

**Empanelment of Offset, Silk Screen Printers
and DTP Compositors**

The Bureau of Indian Standards annually brings out different types of publications such as Standards, Handbooks, Periodicals, Multicolour Publicity Materials and Miscellaneous Documents in A-4 (210 x 297 mm) or A-5 (148 x 210 mm) size. It is proposed to form panels of Printers with rates valid for two years and further extendable to one year, if mutually agreed. The rates shall be inclusive of printing charges as well as printing papers/materials. Offers are invited from well-established printers to undertake composing and printing of above mentioned jobs. The budget expenditure is approx. Rs. 40-50 lakhs per annum.

Quotations are to be submitted in two bids, that is, Technical and Price Bids. Interested parties can obtain the prescribed tender forms on payment of Rs. 500.00 in cash from **Director (Printing), Bureau of Indian Standards, 9 B.S. Zafar Marg, New Delhi – 110002** on any working day between 1000 hrs to 1630 hrs. The tender document can also be downloaded from BIS website www.bis.org.in and deposited to Director (Printing) along with a cash payment of Rs. 500.00. Only those firms having proper infrastructure including own printing machines and equipments situated in National Capital Territory Region (NCR) shall be considered for empanelment. **The last date of submission of tender is 17 January 2008, up to 1500 hrs** after which the tenders will not be accepted. The tenders will be opened at 1100 hrs on the next working day in the presence of such tenderers or their duly authorized representative.

Our Ref: /2007-08

1 January 2008

Subject: **Empanelment of Offset, Silk Screen Printers
and DTP Compositors**

Dear Sir,

The Bureau of Indian Standards annually brings out different types of publications such as Standards, Handbooks, Periodicals, Multicolour Publicity Materials and Miscellaneous Documents in A-4 (210 x 297 mm) or A-5 (148 x 210 mm) size. These comprise, besides running text matter, tables, scientific equations, scientific symbols, line drawings, colour photographs, etc. Indian Standards (main publications of BIS) are comprising of an average of 8 -12 pages of text having a print run of 100-300 copies. It is proposed to form panels of DTP Compositors, Offset (Class 'A' & 'B') and Silk Screen Printers valid for two years extendable by one year, if mutually agreed. The rates of Class 'A' & Class 'B' Offset and Silk Screen Printers shall be inclusive of printing charges along with printing papers/materials (all valid for two years). The total estimated value of work per annum is approx. Rs. 40-50 lakhs.

Only those firms having proper infrastructure including their own printing machines and equipments situated in National Capital Territory Region (NCR) shall be considered for empanelment. The parties shortlisted on the basis of Technical Bids may also be physically assessed in respect of their capacity and quality. The interested parties may please send their quotations along with information about their organizations in the enclosed proformae.

1. Sealed tenders for the above said work are invited from the eligible parties/printers by the undersigned of Bureau of Indian Standards. The tenders are to be submitted in Two Bid System i.e. Technical and Price Bids in two separate envelopes each sealed and clearly identified as to envelope number and contents as indicated below. Both the envelopes shall be contained in a large envelope superscribed **"TENDER DOCUMENT FOR EMPANELMENT OF PRINTERS"**. The tenders will be accepted in the office of the **Director (Printing), Bureau of Indian Standards, Manak Bhavan, New Delhi up to 1500 hrs on or before 17 January 2008, after which the tenders will not be accepted.**

2. The Tenderer will be issued one set of Tender Document comprising of 'Volume-1 Technical Bid' and 'Volume-2 Price Bid' for the preparation of their tender.

3. The Tenderers have to return all the documents issued to them while submitting their tender, duly signed and stamped as per instructions.

4. Envelope No. 1

4.1 Envelope No. 1 shall contain 'VOLUME-1' of tender documents each page duly signed by tenderers as a token of their acceptance of the technical and contractual details, including tender form duly filled, complete details and description including all data to be supplied by the tenderer as specified in the information and instructions to tenderers. The Envelope No. 1 shall also contain Earnest money Deposit in the form of Crossed Demand Draft/Pay Order/Banker's Cheque in favour of Bureau of Indian Standards, New Delhi and forwarding letter along with Annexes 1 to 8 in support of their eligibility. The tenders shall be summarily rejected in case Earnest Money is not attached with Technical Bid. Earnest Money of the rejected parties would be returned. In the event of the tender being accepted, the earnest money shall be adjusted towards Security Money (interest free) as indicated below:

	<u>Category of Printers</u>	<u>Earnest Money</u>	<u>Security Money</u>
a)	Offset Printer (Class 'A' or 'B')	Rs. 10 000.00	Rs. 20 000.00
b)	Silk Screen or DTP	Rs. 5 000.00	Rs. 10 000.00

4.2 The envelope shall be superscribed "ENVELOPE-1 TECHNICAL BID FOR EMPANELMENT OF PRINTERS". Price bid of the Tenderers who do not fulfill the requirements stated in Annex 1-8 shall not be opened. The required documents shall be submitted strictly as prescribed. Original Documents will be required for verification at the time of Opening the Bids.

5. Envelope No. 2

5.1 Envelope No. 2 shall contain only 'VOLUME-2' of tender documents i.e. the copy of schedule of quantities and prices duly filled in and each page signed & stamped by the tenderer. No commercial or technical condition or qualification of any sort shall be indicated by the tenderer in this Envelope, otherwise the tender shall be summarily rejected. This envelope shall be superscribed "ENVELOPE-2 PRICE BID FOR EMPANELMENT OF PRINTERS".

6. Envelope No. 1 will be opened on the next working day following the closing date in the presence of such tenderers or their duly authorized representatives as may like to be present at 1100 hrs at the address indicated at **1** above.

7. The date and time of opening of envelope No. 2 in case of tenderers found eligible shall be intimated separately. The successful tenderers on their final empanelment will have to undergo an AGREEMENT (as per format provided but **not to be submitted with Tender Document**) on Rs. 100 Non-Judicial Stamp Paper.

8. The tenders shall remain open for acceptance for a period of 90 days from the date of opening of the ENVELOPE No. 2.

9. Rate(s) quoted shall include provision of all materials indicating papers (as specified) etc required for proper execution of the work. Rate(s) shall also cover the cost of handling, carriage, duties and royalties etc. Sales Tax/VAT shall be payable extra in addition to printing and paper charges. No escalation in Price would be permitted on any ground during the pendency of the contract period i.e. 2 years.

10. The Bureau of Indian Standards reserves the right without assigning any reasons therefore to:

- a) Accept or reject any or all tenders in whole or in part;
- b) Increase or decrease the quantities of any item of the work and the successful tenderer shall perform the same at the rates quoted.

11. Any further clarifications may please be obtained from the undersigned. Intending tenderers are encouraged to visit the Printing Department of BIS at New Delhi and acquaint themselves with the scope of work.

12. TDS and any other taxes as applicable from time to time shall be recovered by the employer from the bills submitted by the contractor. Any change in the rate of TDS shall be to the contractor's account.

13. The courts of Delhi shall have the jurisdiction to decide and settle all kind of disputes, if any, arises out of this Agreement.

VOLUME –1

(Details to be submitted on separate sheets along with requisite documents and attached with Forwarding Letter and EMD in Envelope-1)

Annex 1. Name and full address with telephone numbers, Mobile, E-mail of the firm where the printing machines are installed. (Works & Office both, if exist separately)

Documents indicating the setup of the Firm/Organization
(Partnership/Proprietorship/Pvt. Ltd./Public Ltd. etc.)

Annex 2. Copy of Certificate of Registration of the Printer
(Factory Licence and Police Registration)

Annex 3. Copies of Registration of VAT/ Service Tax and
valid ITCC (Income Tax Clearance Certificate)

Annex 4. Details of Work carried out in last 3 years along with name, address and value of work done. Certificate of satisfactory completion from the concerned party/authority duly attested with stamp.

Annex 5. Category under which empanelment is sought along with details of Number of Printing Machines available, indicating size, make and model, allied facilities and equipments available regarding composing/designing (indicate the No. of computers and laser printers available with make, model, resolution and softwares commonly used), processing, platemaking, binding, finishing and technical personnel available.

(NOTE — Empanelment under various categories is subject to fulfilling the criteria laid down in **Annex A**)

Annex 6. Specimens printed/typeset by the tenderer in black and white as well as colour to assess the quality of work done (At least 3-4 specimens).

Annex 7. List of ongoing works with their financial value.

Annex 8. Arbitration/Legal cases with clients (if any).

NOTE: EARNEST MONEY DEPOSIT IN THE FORM OF A DEMAND DRAFT/BANKER'S CHEQUE/PAY ORDER PAYABLE AT NEW DELHI IN FAVOUR OF 'BUREAU OF INDIAN STANDARDS' MUST BE ENCLOSED IN THIS ENVELOPE FAILING WHICH THE TENDER WILL BE REJECTED.

ANNEX A

Selection Criteria on the basis of Capacity of Printers

Class 'A' Offset Printers (Minimum required): Qty

- i) 4/5 Colour Automatic Offset Printing Machine of 19"x26" or bigger size— One
- ii) 1 Colour Automatic Offset Printing Machine of 25"x36"/ 25"x38" size — One
- iii) 1 Colour Automatic Offset Printing Machine of 19"x26"/ 20"x30" size — One
- iv) DTP (as per DTP Compositors given below), Processing(Camera/Contact Box),
Platemaking, Binding & Finishing Equipments should be under one Roof
- v) Paper purchasing and Stacking Capacity (100 Reams at one time)
- vi) Desirable – Image Setter & Perfect Binder

Class 'B' Offset Printers (Minimum required): Qty

- i) 1 Colour Automatic Offset Printing Machine of 25"x36"/ 25"x38" size — One
- ii) 1 Colour Automatic Offset Printing Machine of 19"x26"/ 20"x30" size — One
- iii) Processing (Camera/Contact Box), Platemaking, Binding & Finishing
Equipments should be under one Roof
- iv) Paper purchasing and Stacking Capacity (100 Reams at one time)
- v) Desirable – Perfect Binder

DTP Compositors (Minimum required): Qty

- i) Computer (P-III or higher) — Two
- ii) Laser Printer (600 dpi or higher) — One
- iii) Flat Scanner (A4 or Legal size, 1200x1200 dpi), — One
- iv) Softwares (Page Maker 6.5 or above, Coreldraw, Equation Editor)
- v) Knowledge of Proof Reading Marks

Silk Screen Printers (Minimum required): Qty

- i) Computer (P-III or higher) — One
- ii) Laser Printer (600 dpi or higher) — One
- iii) Own setup of Screen Printing (Working tables/staff) — Two

AGREEMENT

Made at New Delhi on this.....day of 2007 between Bureau of Indian Standards (hereinafter referred to as the EMPLOYER which expression shall include its', heirs, executors, Administrators & Assigns) of the one part and printing in the name and style of M/s (hereinafter referred as the PRINTER which expression shall include his, heirs, executors, Administrators & Assigns) of the other part. WHEREAS the Employer desirous of getting various printing works done as per specifications and bill of quantity describing the work to be done. WHEREAS the said specifications and the Priced Schedule of Work have been signed by or on behalf of the parties hereto and WHEREAS the printer has agreed to execute upon and subject to the conditions set forth herein (hereinafter referred to as 'the said conditions') the work described in 'the said Specifications' and the said 'Priced Schedule of Work' and has agreed to be empanelled for the same.

1. at the respective rates mentioned in the Priced Scheduled of Quantities (attached) on the basis of actual work done.

And WHEREAS the PRINTER has deposited Rs. 20000.00/10000.00 (Rupees Twenty/Ten Thousand only) as Security Money with the Employer for the due performance of the Agreement.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the payments to be made to the contractor as hereinafter provided he shall upon and subject to the said conditions execute and complete the works allotted to him by the Bureau.
2. The employer shall pay the PRINTER such sums as shall become payable on submission of the bill and after the verification of the work done.
3. The said contract comprises the work of printing of BIS publications mentioned in the Tender Document and all subsidiary works connected there as may be ordered to be done from time to time by the EMPLOYER even though such works may not be described in the said Specification(s) or the Priced Schedule of Quantities. The printing work inherently includes the paper used for the same at the agreed rates included in the bill of quantities for the specified quality as indicated.
4. The Employer reserves to himself the right of altering the nature of the work and of addition to or omitting any items of work or of having portions of the same carried out departmentally or otherwise and such alternations or variations shall be carried out without prejudice to this contract.
5. The said conditions shall be read and construed forming part of this Agreement and the parties hereto will respectively abide by and submit themselves to the conditions and stipulated and perform the agreements on their parts respectively in such conditions contained.
6. AND WHEREAS the following documents shall form part of and be construed and read as part of this agreement:
 - a) Notice Inviting Tender dated 01-01-2008
 - b) Tender Document
 - c) Priced Schedule of Quantities

d) Letter of intent No. PTD-20:5/2007 dated 01-01-2008 and Acceptance datedthereon by the printer.

7. Collection and Delivery of all jobs to BISHQ shall be the sole responsibility of the printer. No additional charges are payable on this account. All negatives/positives prepared by the Printer shall be the property of BIS and returnable, if asked for.
8. After empanelment, refusal to any work in full or part by any printer shall lead to removal from the panel and the security money shall be forfeited. In case of inordinate delay or unsatisfactory work, the Director General of BIS reserves the right to cancel the job completely or partly without any compensation thereof.
9. It shall be the sole responsibility of the printer to ensure the quality of Printing Paper as specified above. Any deviation in quality or GSM may lead to cancellation of the job at printer's cost.
10. All Offset Printers are necessarily required to have their own equipments, printing machinery and binding setup. In case of any violation/deviation revealed at later stage, the empanelment will be cancelled and the security money will be forfeited.
11. The courts of Delhi shall have the jurisdiction to decide and settle all kind of disputes, if any, arises out of this Agreement.
12. **Arbitration:** The Director General, BIS, shall be the authority to appoint any officer as an Arbitrator to settle any dispute if arises, in future, out of this agreement. The decision of the appointed Arbitrator shall be final and binding on both the sides.
13. The several parts of this contract have been read to us and fully understood by us. As witness our hand this day.

Signed by the said PRINTER

Signed on behalf of the Bureau

In presence of

In presence of

1.

1.

2.

2.

RATES OF OFFSET PRINTING

1. DTP/Typesetting (Other than Standards)

	<u>A4</u>	<u>A5</u>
i) Typesetting in 10 pt. (Text + Table) per page
ii) Typesetting in 8 pt. (Text + Table) per page
iii) Line Scanning (Rate per sq inch, m/m size 40 sq inch) Rs.		

2. Rates for Offset Processing (payable extra as applicable)

	<u>Rate per page (Rs.)</u>	
<u>LINE</u>	<u>A4</u>	<u>A5</u>
Line Negative
Line Positive
	<u>Rate per</u>	<u>Min. chargeable</u>
<u>MULTICOLOUR</u>	<u>sq. cm</u>	<u>size in sq. cm</u>
Scanning/Inputting in 4 colours (Rate per colour)	300.00
Outputting in 4 colours (Rate per colour)	300.00

3. Cost of Plates (including Pasting)

	<u>PS Plates</u>	<u>Wipeon Plates</u>
	(Rate per Plate)	
a) Size 18" x 23"/19" x 26"	Rs.....	Rs.....
b) Size 23" x 36"/25" x 36"	Rs.....	Rs.....

4. Cost of Offset Printing (per Colour)

a) Size 18" x 23"/19" x 26"	Rs.....Ist 1000 copies or part
	Rs.....sub 1000 copies or part
b) Size 23" x 36"/25" x 36"	Rs.....Ist 1000 copies or part
	Rs.....sub 1000 copies or part

Indicate extra charges, as percentage of the above, for the following:

- i) Printing colour other than black (per colour) % extra.
- ii) Printing on art paper/manifold paper/art card % extra.
- iii) Printing of colour for more than half-page solid ground % extra.

COST OF VARIOUS PRINTING PAPERS

		<u>Rate Per Sheet</u> (Rs.)
1.	80 GSM SS Maplitho Paper for Text in 25" x 36"/23.2 kg size (TA Maplitho/J K HSB Brand)
2.	80 GSM Sunshine Super Printing in 25" x 36"/23.2 kg size (Ballarpur)
3.	220 GSM Pulp Board for Cover in 62 x 88 cm (J K/Sirpur Brand)
4.	100 GSM Royal Art Paper for Text in 25" x 36" size (Sinar Mas/Royal)
5.	220 GSM Royal Art Card for Cover in 25" x 36" size (Sinar Mas/Royal)
6.	100 GSM Imported (Gloss/Mat) Art Paper in 25" x 36" size (Yugo/Magno)
7.	170 GSM Imported (Gloss/Mat) Art Paper in 25" x 36" size (Yugo/Magno)
8.	250 GSM Imported Art Card (Gloss/Mat) in 25" x 36" size (Yugo/Magno)
9.	300 GSM Imported Art Card (Gloss/Mat) in 25" x 36" size (Yugo/Magno)

(Note – No escalation in Paper rates shall be allowed during the mid of the Contract. The Printers in their own interest are advised to be careful while quoting the above rates.)

RATES FOR BINDING

		<u>Rates Per 100 Copies or part</u>
		<u>A4/A5 size</u>
		(Rs.)
1.	<u>Center/Side stitching (with or without cover)</u> (Stitching with two wire staples with cover including all operations such as folding, gathering, folding of loose leaves, pasting of covers and cut to size):	
	a) Up to 8 pages
	b) Subsequent 8 pages
	c) 2/4 pages publication only
2.	<u>Flexible binding</u> (Including folding, gathering, section sewing, end leaf pasting and cost of 100 gsm paper for end leaves)	
	a) Up to 100 pages
	b) 102 to 164 pages
	c) Subsequent forme of 16 pages or part thereof
3.	<u>Hardcase binding</u> (Including folding, gathering, section sewing, end leaf pasting and cost of 100 gsm paper for end leaves, superior quality binding cloth and 32 onz hard board)	
	a) Up to 120 pages
	b) 124 to 200 pages
	c) Subsequent forme of 16 pages or part thereof
4.	<u>Perfect Binding (using Hot Melt Adhesive)</u>	
	a) Up to 100 pages
	b) 102 to 200 pages
	c) Subsequent forme of 16 pages or part thereof
5.	<u>Spiral/Spico Binding</u> (including perforation along with thick plastic colour sheet for bottom and transparent sheet at top)	
	a) Upto 80 sheets
	b) 81 to 120 sheets
	c) Subsequent 8 sheets

	<u>Rates (Rs.)</u> <u>A4/A5 size</u>
6. <u>Miscellaneous</u>	
a) Lamination of outer cover (Gloss)sq inch /paisa
b) Lamination of outer cover (Mat)sq inch /paisa
c) Creasing of cover	Rs. per 1000 copies or part
d) Gold foiling on spine	Rs. per copy
e) Rate per hand corrections	Rs. per 100 copies or part
f) Rate for pasting per sheet	Rs. per 100 copies or part
g) Perforation	Rs. per 100 sheets or part
h) Numbering (single)	Rs. per 100 per page
i) Packing in Full Kraft Paper (105 GSM) per packet	Rs. in 18" x 23" sheet Rs. in 20" x 30" sheet
7. _____	VAT % Extra

Note 1. In case of a loose sheet in a publication, only pasting charges will be paid.

Note 2. The folded sheets in a publication will be converted into that size of publication and added to the text pages for the purpose of calculating the number of formes.

TERMS & CONDITIONS

1. Collection and Delivery of all jobs to BISHQ shall be the sole responsibility of the printer. No additional charges are payable on this account.
2. After empanelment, refusal to any work in full or part by any printer shall lead to removal from the panel and the security money shall be forfeited.
3. In case of inordinate delay or unsatisfactory work, the Director General of BIS reserves the right to cancel the job completely or partly without any compensation thereof.
4. All negatives/positives prepared by the Printer shall be the property of BIS and returnable, if asked for.
5. It shall be the sole responsibility of the printer to ensure the quality of Printing Paper as specified above. Any deviation in quality or GSM may lead to cancellation of the job at printer's cost.
6. All Offset Printers are necessarily required to have their own equipments, printing machinery and binding setup. In case of any violation/deviation revealed at later stage, the empanelment will be cancelled and the security money will be forfeited.

Date:

Place:

Name and Stamp of the Party
with full Address and Signature
of the Owner/Chief Executive

RATES FOR SILK SCREEN PRINTING

1. <u>VISITING CARDS</u>	<u>(Rs.)</u>	
a) LASER COMPOSING	
b) SCREEN PRINTING (per 100 or part per colour)	
2. <u>LETTERHEADS (A4 Size)</u>		
a) LASER COMPOSING	
b) SCREEN PRINTING (With matter on Top & Bottom) (Per 100 or part per colour)	
3. <u>INVITATION CARDS</u>	<u>5"x7"/5¼"x8½"</u>	<u>5" x14"/5¼"x17"/7"x10"</u>
a) LASER COMPOSING (English/Hindi)
b) SCREEN PRINTING (Per 100 or part per colour)
4. <u>CERTIFICATES</u>	<u>A3 Size</u>	<u>A4 Size</u>
	<u>(Rs.)</u>	<u>(Rs.)</u>
a) LASER COMPOSING
b) SCREEN PRINTING (Per 100 or part per colour)

COST OF VARIOUS PAPERS/CARDS (SILK SCREEN PRINTING) **Rate per 100**

1. Cost of 300 GSM Handmade Paper with Box for Visiting Cards	Rs.
2. Cost of DO Paper (100 GSM) for Letterheads	Rs..... (A4)
3. Cost of Executive Bond Paper (80 GSM) for Letterheads	Rs. (A4)
4. Cost of Super Lucky Ivory Card (400 GSM) for Certificates	Rs (A3) Rs. (A4)
5. Cost of Super Lucky Ivory Card (400 GSM) for Invitation Cards	Rs (5" x 7") Rs. (5"x14") Rs. (5¼"x8½") Rs. (5¼"x17") Rs..... (7" x10")
6. Cost of white Envelopes for Invitation Cards (Sunshine 80 GSM)	Rs.(5"x7"/6"x9")

Terms & Conditions:

1. Printing rates shall be inclusive of positive making. 2. Paper/Cards rates shall be paid on pro-rata basis.
3. No extra charges shall be paid for Gloss Printing. 4. Collection and Delivery of all jobs to BISHQ shall be the sole responsibility of the printer. No additional charges are payable on this account.

Date:

Place:

Name and Stamp of the Party
with full Address and Signature
of the Owner/Chief Executive

RATES OF DTP (LASER COMPOSING)

(For Indian Standards only)

		<u>A4 size</u> Print Area (6½"x10")	<u>A5 size</u> (4½" x 7")
		<u>(Rate per Page in Rs.)</u>	
1. <u>Text in English</u> (in one column of 27 ems/two columns of 18 ems/3 columns of 12 ems each with usual headings and sub-headings)			
10 points text	-
8 points text	-
10 points table	-
8 points table	-
2. Additional laser printouts, if ordered for	-
3. Scanning of line illustrations in black & white supplied by BIS (Indicate minimum area chargeable)	-per sq. inchsq. inch	
4. Indicate extra charges, as percentage of the above composing in Hindi/Mathematical/ Scientific setting	-% extra.	
5. Indicate rebate to be given on standing matter on cover or Text pages for use in a number of publications (with minor changes)	-%	
6. Cost of providing backup on CD (Branded) with paper envelope	-	Rs.each	

Terms & Conditions:

1. Above rates are inclusive of proof reading at printer's end and first & revised proofs in duplicate.
2. The proofs as well as final printouts to be provided in the form of laser prints only.
3. Composed matter up to half page will be counted as half page and more than half page as full page.
4. For carrying out minor alterations/corrections, no extra charges will be paid.
5. Where half page illustrations are involved, the charges will be paid proportionately.
6. Collection and Delivery of all jobs to BISHQ shall be the sole responsibility of the printer.
No additional charges are payable on this account.

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