



BUREAU OF INDIAN STANDARDS
9 B.S. Zafar Marg, New Delhi - 110002

Empanelment of Offset Printers

TENDER DOCUMENT

The Bureau of Indian Standards mainly brings out Standards 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, etc. These Standards comprise of an average of 8-12 pages of text having a print run of 100-300 copies.

It is proposed to form a panel of Offset Printers valid for a short period of 3-4 months. The rates of Offset Printers shall be inclusive of printing charges along with printing papers/materials. A rationalized rate shall be offered to all empanelled/selected printers on the basis of rates submitted by them.

The interested printers already registered with Directorate of Printing may please send their quotations in the enclosed proformae in a sealed envelope superscribed as '**Quotation for Short Term Empanelment of Offset Printers**'. The interested parties may visit Printing Department of BIS to understand the nature of work during working hours.

Offset printing firms will have to deposit a sum of Rs. 5000.00 (Rupees Five Thousand only), as earnest money valid for 20 days, to be submitted along with the rates in the form of Demand Draft/Banker's Cheque payable to Bureau of Indian Standards, New Delhi. The successful printers on their empanelment will have to deposit interest free Security Money of Rs 8000.00 (Rupees Eight Thousand only) for the entire duration of the contract. BIS reserves the right to reject any or all the quotations without assigning any reason. All disputes shall be subject to Delhi Jurisdiction. **The last date of submitting the rates along with prescribed Earnest Money is 28 May 2007.**

Place: New Delhi
Date: 17-05-2007

(A.K. Bansal)
Director (Printing)

RATES OF OFFSET PRINTING

- | | | |
|--|-------------------------|----------------------|
| 1. <u>DTP/Typesetting (Rate per Page)</u> | <u>A4</u> | <u>A5</u> |
| a) Typesetting in 10 pt. (Text + Table) | | |
| b) Typesetting in 8 pt. (Text + Table) | | |
| c) Line Scanning (Rate per sq inch, m/m size 40 sq inch) | | |
| 2. <u>Rates for offset processing (Rate per page)</u> | | |
| a) Line Negative | | |
| b) Line Positive | | |
| 3. <u>Cost of Plates (including Pasting)</u> | | |
| | <u>PS Plates</u> | <u>Wipeon Plates</u> |
| a) Size 18" x 23"/19" x 26" | Rs.....per plate | Rs.....per plate |
| b) Size 23" x 36"/25" x 36" | Rs.....per plate | Rs.....per plate |
| 4. <u>Cost of Offset Printing in Black Colour</u> | | |
| a) Size 18" x 23"/19" x 26" | Rs.....Ist 1000 or part | |
| | Rs.....sub 1000 or part | |
| b) Size 23" x 36"/25" x 36" | Rs.....Ist 1000 or part | |
| | Rs.....sub 1000 or part | |

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 | |
| OR | |
| 80 GSM Sunshine Super Printing in 25" x 36"/23.2 kg size | |
| 2. 220 GSM Pulp Board for Cover in 22" x 28" | |

(IMPORTANT — The rates for Papers should be of reputed Brand like Ballarpur/JK/Sirpur/West Coast/Andhra or equivalent).

RATES FOR BINDING

- | | <u>Rates Per 100 Copies or part</u>
<u>A4/A5 size (Rs.)</u> |
|--|--|
| 1. <u>Center/Side stitching (with cover)</u>
(stitching with two wire staples with cover including all operations such as folding, gathering, folding of loose leaves and cut to size): | |
| a) Up to 8 pages | |
| b) Subsequent 8 pages | |

2. Flexible binding
(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. Miscellaneous
 - a) Rate for pasting per page per 100 sheets or part
 - b) Packing in Full Kraft Paper (105 GSM) per packet

Rs.	in 18" x 23" sheet
Rs.	in 20" x 30" sheet

Note In case of a loose sheet in a publication, only pasting charges will be paid. 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 forfeitted.
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. Rates for typesetting are inclusive of proof reading at printer's end and first & revised proofs in duplicate. The proofs as well as final printouts shall be provided in the form of laser prints only. Composed matter up to half page will be counted as half page and more than half page as full page. For carrying out minor alterations/corrections, no extra charges will be paid. Where half page illustrations are involved, the charges will be paid proportionately.
7. The wastage on Papers shall be allowed as per BIS permissible formula and not as demanded by the Printers.

Date:

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

Place:

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")

- Notes-
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.

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RATES OF DTP (LASER COMPOSING)

<u>1. Text per page 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)	<u>A4 size</u> (6½"x10") Rs.	<u>A5 size</u> (4½" x 7") Rs.
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

NOTES

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.

Date:

Place:

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