Our Ref: PTD-20:5/2011 3 November 2011



Empanelment of DTP Compositors

The Bureau of Indian Standards annually brings out Indian Standards, Handbooks, Periodicals, 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. It is proposed to form a panel of limited DTP Compositors along with rationalized rates valid for two years extendable by one year, if mutually agreed.

If you are interested in undertaking BIS jobs for typesetting and located in NCT Region of Delhi (NCR), you are requested to submit your rates as per the format attached herewith latest by **18 November 2011 at 1500 hrs** to the undersigned. Before submitting the rates, BIS publications can be seen with the undersigned on any working day. If you are decided to be taken on the panel of DTP Compositors, you will have to submit a security of `5000/- to be submitted in the form of demand draft to BIS. It may be noted that the security money will be interest free and shall remain with BIS for the entire period of the contract. The Director General of BIS reserves the right to accept/reject any or all the rates without assigning any reason thereof. TDS and any other taxes as applicable from time to time shall be deducted from the bills submitted by the party.

(A.K. Bansal)
Director (Printing)

RATES OF DTP (LASER COMPOSING)

		<u>A</u>	<u>4 size</u>	<u>A5 s1ze</u>
		Print Area (61	/2"x10")	$(4\frac{1}{2}'' \times 7'')$
1.	Text in English (in one column of 27 ems/two columns of 18 ems/3 columns of 12 ems each with usual headings and sub-headings)	·	(Rate per Page	,
	10 points text/table	-	Rs	Rs
	8 points text/table	-	Rs	Rs
2.	Scanning of illustrations (line/halftone per colour) (minimum area chargeable 40 sq. i	- inches)	Rs per s	q. inch
3.	Cost of providing backup on CD (with paper envelope	Branded) -	Rs each	
4.	Conversion of text pages to pdf (Page maker/Coreldraw files to pd	f files)	Rs per page in A4	
5.	Conversion of text pages to pdf (from pasted hard copies)	-	Rs per p	page in A4

Terms & Conditions:

- Above rates are inclusive of first & revised proofs in duplicate.
 The proofs as well as final printouts to 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.
 Where half page illustrations are involved, the charges will be paid proportionately.
- 5. Collection and Delivery of all jobs to BISHQ shall be the sole responsibility of the party. No additional charges are payable on this account.

Date:	Name and Stamp of the Party
	with full Address and signature
Place:	of the Owner/chief Executive