



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

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

**TENDER DOCUMENT**

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 publication 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. The rates of Class 'A' & Class 'B' Offset and Silk Screen Printers shall be inclusive of printing charges along with printing papers/materials. The budget expenditure is approx. Rs. 40-50 lakhs per annum.

Interested parties can obtain the prescribed quotation forms on payment of Rs. 100.00 in cash from **Director (Printing), Bureau of Indian Standards, Manak Bhavan, 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](http://www.bis.org.in) and deposited to Director (Printing) along with a cash payment of Rs. 100.00. Only those firms having proper infrastructure including their own printing machines and equipment situated in National Capital Territory Region (NCR) shall be considered for empanelment. The parties shortlisted on the basis of Technical Bids may 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. The interested parties may visit Printing Department of BIS to understand the nature of work during working hours. Quotations are to be submitted in two bids, that is, Technical and Price Bids in two separate envelopes, which are to be put inside a third bigger envelop along with printed specimen superscribed as '**Quotation for Formation of Printers**'. **The last date of submitting the complete Quotation Forms is 30 June 2006.**

Offset printing firms will have to deposit a sum of Rs. 10000.00 (Rupees Ten Thousand only) and DTP Compositors/Silk Screen Printers will be required to deposit a sum of Rs. 5000.00 (Rupees Five Thousand only), as interest free Security Deposit, on their empanelment, 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.

Place: New Delhi  
Date: 15-06-2006

(A.K. Bansal)  
Director (Printing)

### **PROFORMAE FOR TECHNICAL BID**

The proformae PF-I and II are to be filled up by the offset printers, PF-III by Silk Screen Printers and PF-IV by DTP Compositors and put into the envelope for Technical Bid, which is to be superscribed as follows:

<div style="text-align: right;"><b>ENVELOPE 'A'</b></div> <div style="text-align: center;"><b><u>‘Quotation for Empanelment of Offset/Silk Screen Printers/DTP Compositors’</u></b></div> <div style="text-align: center;"><b>TECHNICAL BID</b></div> <div><b>From:</b> <b>Printer’s Name &amp; Address</b></div>
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(NOTE--If the space provided in the proformae is found to be inadequate, the party may type out the required information in separate sheets, in the same format.)

### **PROFORMAE FOR PRICE BID**

The proforma PF-V (all 6 Pages) is to be filled up by Offset Printers, PF-VI by Silk Screen Printers and PF-VII by DTP Compositors and put into the envelop for Price Bid, which is to be superscribed as follows:

<div style="text-align: right;"><b>ENVELOPE 'B'</b></div> <div style="text-align: center;"><b><u>‘Quotation for Empanelment of Offset/Silk Screen Printers/DTP Compositors’</u></b></div> <div style="text-align: center;"><b>PRICE BID</b></div> <div><b>From:</b> <b>Printer’s Name &amp; Address</b></div>
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**PF-I**

**BUREAU OF INDIAN STANDARDS**

**QUESTIONNAIRE TO BE ANSWERED BY OFFSET PRINTERS  
APPLYING FOR ENROLMENT**

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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)
2. Mention Number of Printing Machines available, indicating size, make and model
3. Mention Allied facilities and equipments available regarding composing, processing, platemaking, binding and finishing
4. What type of work do you mainly undertake in your press?
5. Can you procure at your own cost the stock of different varieties of papers mentioned in the rate list, ranging from 50-200 reams at one time?

Place:  
Date:

Party's stamp with signature of  
Owner/Chief Executive

Encl:

**PF-II**

**BUREAU OF INDIAN STANDARDS**

**INFORMATION/DOCUMENTS TO BE SUBMITTED BY OFFSET PRINTERS  
APPLYING FOR ENROLMENT**

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1. Copy of Certificate of Registration  
of the printer  
(Factory Licence/Police Regn.)
2. List of Clientage with Certificates  
from them.
3. Are you registered under VAT/  
Service Tax? If yes, give  
documentary proof.
4. Submit specimens printed by you  
in black and white as well as  
colour to assess the quality of  
work done by you (At least 10 specimen)
5. Annual turnover of last 3 years  
with some authentic documentary proof.
6. Name of Banker with branch name  
and address.

Place:  
Date:

Party's stamp with signature of  
Owner/Chief Executive

Encl:

**BUREAU OF INDIAN STANDARDS**

**QUESTIONNAIRE TO BE ANSWERED BY SILK SCREEN PRINTERS  
APPLYING FOR ENROLMENT**

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1. Name and full address with telephone/Mobile number of the firm
  - i) Mention the No. of PCs and Laser printers you have including their make, model, resolution etc.
  - ii) Mention the softwares being used.
2. Mention the No. of personnel available who are fully trained in composing, processing and silk screen printing work.
3. Mention if you possess your own facility of screen printing or have tie-up with an outsider.
4. Give brief description about your organization and clientage.
5. Submit specimens printed by you in support of your capability.

Place:  
Date:

Party's stamp with signature of  
Owner/Chief Executive

Encl:

**BUREAU OF INDIAN STANDARDS**

**QUESTIONNAIRE TO BE ANSWERED BY DTP COMPOSERS  
APPLYING FOR ENROLMENT**

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1. Name and full address with telephone/  
Mobile/E-mail of the firm
  
2. i) Mention the number of PCs and Laser  
Printers you have, including details  
about their make, model, resolution etc.  
  
ii) Mention the softwares being used.
  
3. What is your capacity of composing,  
including mathematical, tabular and  
running text matter including  
scanning designs, in terms of A4 size  
pages per day?
  
4. No. of personnel available who are  
fully trained in composing of  
technical jobs. Are you able to  
understand proof reading marks?
  
5. Give brief description about your  
establishment and clientage.
  
6. Submit specimens of mathematical,  
tabular, running text and job work  
setting in support of your capability.

Place:

Date:

Party's stamp with signature of  
Owner/Chief Executive

Encl:

## PF-V

**RATES OF OFFSET PRINTING (Class 'B')**

<b>1. <u>Printing of text per colour (including negatives and platemaking)</u></b>	<u>A4 size</u>	<u>A5 size</u>
	( 210 x 297 mm) (Rs.)	(148 x 210 mm) (Rs.)
a) <u>16 pages forme</u>		
First thousand copies	<b>N.A.</b>	.....
Subsequent thousand copies	<b>N.A.</b>	.....
b) <u>8 pages forme</u>		
First thousand copies	.....	.....
Subsequent thousand copies	.....	.....
c) <u>4 pages forme</u>		
First thousand copies	.....	.....
Subsequent thousand copies	.....	.....
d) <u>2 pages forme</u>		
First thousand copies	.....	.....
Subsequent thousand copies	.....	.....
e) <u>1 page forme</u>		
First thousand copies	.....	.....
Subsequent thousand copies	.....	.....
<b>2. <u>Printing of Cover per colour (including negatives &amp; platemaking)</u></b>		
a) <u>On pulpboard (Outer side only)</u>		
First thousand copies	.....	.....
Subsequent thousand copies	.....	.....

b) On pulpboard (outer + inner sides)

First thousand copies ..... ..

Subsequent thousand copies ..... ..

**RATES OF OFFSET PRINTING (Class 'A')**

	<u>A4</u>	<u>A5</u>
1. Typesetting in 10 pt. (Text + Table) per page	.....	.....
2. <u>Cost of PS Platemaking (including Pasting)</u>		
a) Size 18" x 23"/19" x 26"	Rs.....per plate	
b) Size 23" x 36"/25" x 36"	Rs.....per plate	
3. <u>Cost of Printing (Per colour)</u>		
a) Size 18" x 23"/19" x 26"	Rs.....per 1000 or part	
	Rs.....sub 1000 or part	
b) Size 23" x 36"/25" x 36"	Rs.....per 1000 or part	
	Rs.....sub 1000 or part	

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

1. Printing colour other than black (per colour) ..... % extra.
2. Printing on art paper/manifold paper/art card ..... % extra.
3. Printing of colour for more than half-page solid ground ..... % extra.
4. Indicate **rebate** admissible on printing charges for first 1000 copies .....% .  
when printing from **old negatives (applicable for Class 'B' Offset Printers only)**



**RATES FOR OFFSET PROCESSING (Class A & B)**  
(Payable in addition to the Printing Charges, where applicable)

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

**COST OF VARIOUS PRINTING PAPERS**

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

**RATES FOR BINDING****(Rates Per Copy)**

	<u>A4 size</u> (Rs.)	<u>A5 size</u> (Rs.)
1. <u>Center/Side stitching</u> (with or without cover) (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 with cover	.....	.....
b) Subsequent 8 pages	.....	.....
c) Cutting & folding of 4 pages publication	.....	.....
d) Cutting of 2 pages publication	.....	.....
2. <u>Flexible binding *</u>		
a) Up to 80 pages	.....	.....
b) 84 to 120 pages	.....	.....
c) 124 to 164 pages	.....	.....
d) Subsequent forme of 16 pages or part thereof	.....	.....
3. <u>Hardcase binding **</u>		
a) Up to 120 pages	.....	.....
b) 124 to 164 pages	.....	.....
c) 168 to 200 pages	.....	.....
d) Subsequent forme of 16 pages or part thereof	.....	.....
4. <u>Perfect Binding (using Hot Melt Adhesive)</u>		
a) Upto 80 pages	.....	.....
b) 82 to 120 pages	.....	.....
c) 122 to 164 pages	.....	.....
d) Subsequent forme of 16 pages or part thereof	.....	.....

**(Rates Per Copy)**

	<u>A4 Size</u> (Rs.)	<u>A5 Size</u> (Rs.)
5. <u>Spiral/SpicoBinding</u> (including perforation along with thick plastic sheet for bottom and transparent sheet at top)		
a) Upto 80 sheets	.....	.....
b) 81 to 120 sheets	.....	.....
c) 121 to 160 sheets	.....	.....
d) More than 160 sheets	.....	.....
6. <u>Binding Per pad upto 500 sheets</u> (including lining, cardboard at bottom and cover paper at the top)		
a) with stitching & perforation	.....	.....
b) with gumming only	.....	.....
c) multiple page forme in triplicate or so inclusive of all operations such as gathering, perforation, gumming etc.	.....	.....
d) Pad Making of loose letterhead	.....	.....
7. <u>Miscellaneous</u>		
a) Lamination of outer cover (Gloss)	.....	.....
b) Lamination of outer cover (Mat)	.....	.....
c) Creasing of cover per 1000 copies or part	.....	.....
d) Gold foiling on spine per copy	.....	.....
e) Rate of hand corrections per 100 copies (Rate per correction)	.....	.....

**(Rates Per Copy)**

	<u>A4 Size</u> (Rs.)	<u>A5 Size</u> (Rs.)
e) Rate for pasting per page	.....	.....
f) Perforation per sheets	.....	.....
g) Numbering per page (single)	.....	.....
h) Packing in Full Kraft Paper (105 GSM) (Rate per packet of 6" height)	.....	.....

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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.

\* Including folding, gathering, section sewing, end leaf pasting and cost of 100 gsm paper for end leaves and superior quality binding cloth by printer.

\*\* In addition to above at \* the cost of 32 onz (2 lb) hard board to be used from printer's stock.

**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.

Date:

Place:

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

**PF-VI**  
**RATES FOR SILK SCREEN PRINTING**

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

Date:

Place:

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

## **PF-VII**

### **RATES OF DTP (LASER COMPOSING)**

<b><u>1. Text per page in English</u></b> (in one column of 27 ems/two columns of 18 ems/3 columns of 12 ems each with usual headings & and sub-headings)	<b><u>A4 size</u></b> (6.25"x10") Rs.	<b><u>A5 size</u></b> (4.5" 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. inch - .....sq. 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