

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

J.L.N.B.C.H.A.B., No.61-65, Opp. 'D' Block, Institutional Area, Janakpuri, New Delhi-58

F.No. 32-29/2017-CCRAS/Admn.

Dated: 28-5-2018

Sub: NIT for Empanelment of reputed Firms/Printers for various printing jobs of the Council.

Sealed tenders in two bid systems (technical & financial) are invited from reputed/registered firms/printers having five and above years of experience in printing works for empanelment for various printing jobs at the council such as Books/Monographs, News Letter/Magazine, Wall Calendar, Invitation Card, Instructions Card, ID cards, Neck Badges, Letter-Heads, Visiting Cards, Audited Statement of Accounts & Annual Reports, Folders, Booklets, CD/ DVD (Writing), Face Printing on CD with Cover Label Printing and Paper Posters, Flex Posters, Vinyl Posters & Popup (Standee) along with steel stand and cover etc. as per requirements. **There will be a pre-bid meeting to be held on 11-6-2018 at 2.30 PM.** Tender forms duly completed in all respects with supported documents etc. should be put in the Tender Box placed on the second floor of CCRAS Headquarters at the above mentioned address **on or before 18-6-2018 till 5 PM.**

The technical bids will be opened on the 19-06-2018 at 11 AM in the presence of the firms or their authorized representatives who may like to be present. The tenders received after the stipulated date and time will not be accepted. The tender will be available on the website of the council i.e. www.ccras.nic.in, and the same may be downloaded and submitted to the Council along with tender cost by way of D.D./Pay Order of Rs. 500/- in favour of D.G., CCRAS, Payable at New Delhi. The terms & conditions of the contract are as under:-

- (1) The prescribed tender forms duly completed in all respect with supporting documents etc. may be submitted to the DG, CCRAS in a sealed cover superscripting "Tender for empanelment of firms/printers for various printing jobs in the Council". Unsealed tenders or incomplete tender forms will be rejected out rightly.
- (2) The firms 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 to II. **All the clarifications regarding furnishing the rates can be addressed in the pre-submission meeting.**




- (3) 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. 50,000.00 (Fifty thousand only) in the form of Demand Draft/Pay order in favour of Director General, CCRAS, New Delhi. The Cheques will not be accepted.
- (4) The firms shall be required to furnish tender in two separate bids i.e. Technical and Financial for consideration by the council.
- (5) The financial bids will be opened only for opening for those printers who qualify in Technical bid. Intervention of the firms in this regard will not be entertained in any form.
- (6) On the recommendations of duly Constituted Committee and acceptance by the DG, CCRAS, the contract will be awarded initially for a period of one year which can be extended on the same rates, terms and conditions for next two years on yearly basis with mutual consent and subject to satisfactory performance.
- (7) In case of any dispute in this regard after opening of tenders, the decision of DG, CCRAS shall be final and bound for all the firms.
- (8) The tender should be submitted along with EMD of Rs. 50000.00 as mentioned above. The earnest money of the unsuccessful firms will be returned on finalization of the rate tender. The EMD of the successful firms will be retained till furnishing of work/contract performance security. No interest will be paid for the earnest money deposited for participation in the tender process.
- (9) If the firm/printer withdraws from the contract before the expiry of the contract period fixed, the earnest money/performance security of the firm deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
- (10) No request for enhancing the rates during the contract period shall be entertained.
- (11) The firms shall invariably specify the delivery conditions including the time required for executing the work in their tender.
- (12) Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful firms shall also execute an agreement on non-judicial stamp paper of Rs.500.00 (Rupees five hundred only) for the fulfilment 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 firms before signing the agreement and within the period specified in the letter of acceptance of his tender, will deposit the work performance security as given in table below:




S. No.	Particulars of job	Amount of work performance security
1.	Printing of newsletter/ books/ monographs/ magazines/ audited statement of accounts/ annual report etc	Rs. 1,00,000.00
2.	Printing of Booklet	Rs. 50,000.00
3.	Printing of paper posters /flex (banner) & popup (standee).	Rs. 10,000.00
4.	Printing of Wall Calendar	Rs. 10,000.00
5.	Printing of- i) Folders ii) Invitation cards, iii) Certificates, iv) Letter heads, v) ID cards/Neck badges/visiting Cards	Rs. 5,000.00 each
6.	CD/DVD (writing) printing and cover label printing	Rs. 5,000.00

Maximum works performance security will be Rs.1,00,000.00 for the satisfactory fulfilment of the contract.

- (14) The amount of security may be deposited by way of DD/Pay Order/FDR in favour of Director General, CCRAS, payable at New Delhi.
- (15) If the successful firms fail to deposit the security, execute the agreements stated above, in respect of carrying out of assigned printing order, the earnest money deposited by them will be forfeited by the Council; and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the Council on account of the assignment will be recovered from the defaulter who will, however not be entitled to any gain accruing thereby.
- (16) In case, where a successful firm, after executing the job partially or does not fulfil the contracts in full, the Council at its discretion may get the work done from the next higher firm who has offered to execute the job and the loss, if any, caused to the Council due to increased rates shall thereby together with such sums as may be fixed by the Council towards damages be borne by the defaulting firm.
- (17) 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 Council and the contractor, the Council 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 Council to the contractor.
- (18) All incidental expenses incurred by the Council for making payments outside the district in which the claim arises shall be borne by the contractor.



- (19) The contractor shall not assign 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 General, CCRAS 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.
- (20) In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make 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 General, CCRAS to the contractor be determined and the Council may complete the contract in such time and by such persons as the Council shall think fit. All expenses and damage caused to the Council by any breach of contract by the contractor shall be paid by the contractor to the Council and may be recovered from him under the provisions of the Revenue Recovery Act in force.
- (21) 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 as part to be observed and performed then and in any such case, it shall be lawful for the Council (if they shall think fit to do so) to arrange for the printing of said materials from elsewhere or on behalf of the Council an order in writing under the hand of the Director General, CCRAS put an end to his contract and in case the Council shall have incurred, sustained or been put to any costs, losses, 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 Council under and by virtue of this contract, it shall be lawful for the Council to cut off any moneys for the time being payable or owing to the contractor from the Council under or by virtue of this contract, or otherwise, to pay and reimburse to the Council, 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 Council reserves the right to exclude any item in the list and procure the same through other means, at any time if it considered necessary.

- (22) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be settled within the jurisdiction of New Delhi/Delhi Court only.
- (23) 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 General, CCRAS and set off against any claim of the Director General, CCRAS for the payment of a sum of money arising out of or under any other contract made by the contractor with the Director General, CCRAS or any other person authorized by the Director General, CCRAS.
- (24) 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 through speed post or Regd. Post only.
- (25) Any attempt on the part of firms or their agents to influence officials of this Council in their favour by personal canvassing will disqualify the tenders.
- (26) The firm should quote rates for all items required for printed jobs. In any case the successful firm shall bind itself to execute the work entrusted at the rates quoted 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 works will not be accepted. The same is to be rejected and no payment will be made for defected printed jobs by the Council.
- (27) The samples of work and other specifications can be seen in the Council 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.
- (28) 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.
- (29) Special conditions, if any, printed on the quotation sheets of the firms or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the Council.
- (30) The Galley and Final proof should be got approved from the Council Office before commencing of final printing. Any minor changes made therein for convenient and betterment is to be accommodated without any extra charges.
- (31) No extra charges will be payable for any minor additions/alternations in proofs, if required.
- (32) Composed matter is to be delivered to the Council within 7 days from the date of the delivery of the manuscripts.




- (33) The firm should use software for Greek letters, diacritical marks and other intricate letters that are likely to be used in Books/Monographs and other publications as and when required at no extra cost.
- (34) Paper is to be provided by the firm/press 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.
- (35) The press will not have any kind of copy right whatsoever in respect of the publications printed by them for the council.
- (36) The Council reserves the right to reject any or all quotations without assigning any reason.
- (37) The Council reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.
- (38) Only those Printing Presses/Printers that are having Printing Press License issued by competent authority, Declaration Certificate issued by Police Department and whose Quotations have evidence to that extant only need to submit their quotations. In the event of the absence of these documents, the quotations are liable to be rejected.
- (39) The printing press should be located in an Industrial Area. The Tender of Printing Press situated in unauthorized/residential areas will not be considered.

Other Terms & Conditions

- I. The tender will be in the form of two bids viz., Technical and Financial bids should be submitted/separately in a sealed cover which may be super scribed as "Quotation for Printing Works". The technical bid (Annexure I) will provide the detail about the Firm, its capacity, printing machines, manpower, clientage, sample of paper to be used etc. whereas the Financial Bid (Annexure II) will contain the rates of the desired job specifications. 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 firm should have the following qualifications for bidding:
 - a) Shall have been in existence for not less than five years.
 - b) Shall be having sufficient experience and expertise in the relevant field
 - c) Should have PAN/TIN/TAN/GST registration.
 - d) Shall have experience in dealing with Government Departments.
 - e) Shall have annual turnover of more than fifty lakhs rupees for the last three years.



- III. The firms have to submit self attested photo copies of valid Press License issued by competent authority, Declaration Certificate issued by Police Department, PAN card, TIN/TAN/GST registration in the name of firm.
- IV. The rates quoted by the selected firm, and approved by the Council 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 period of the contract, shall not be considered.
- V. The tenure of the contract may be extended with mutual consent for further period 2 years on yearly basis on the same rates, terms and conditions subject to satisfactory performance of the firm/agency.
- VI. This Council, 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 printer. If the selected Printer fails to rectify the deficiencies or fails to comply with other directions/instructions of the Council, the contract is liable to be terminated. The Council further reserves the rights to suo moto terminate the contract at any point of time without giving any prior notice.
- VII. 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 CCRAS. The selected Firm shall ensure the delivery of the items in the office of the Council. No separate charges shall be paid for delivery of printed material.
- VIII. 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 CCRAS and the Printer will not use the material anywhere else.
- IX. Supply should normally be made during the office hours on any working day. The Council 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.
- X. Order for items will be placed on requirement basis. No advance payment will be made by the Council. 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 Council.
- XI. The Council 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 Council.
- XII. In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of work.



XIII. The Council 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 and Declaration and Undertaking 'Performa: 1', will be summarily rejected.


XV. The rates should be quoted without taxes as per the specifications defined in columns.

XVI. Taxes quoted should be mentioned as per the approved rates by the govt.

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

Encl.:-

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


Administrative Officer (Admn.) 28/5/18
ऐ. के. माया / A. K. Mishra
For Director General
प्रशासनिक अधिकारी / Adm.in. Officer
के.आयु.वि.अनु.परि., आयुष मंत्रालय
C.C.R.A.S., Ministry of AYUSH
भारत सरकार / Govt. of India
जनकपुरी, नई दिल्ली-110058
Janakpuri, New Delhi-110058

AW

PERFORMA: I
UNDERTAKING
(Original signed copy on company letterhead)

Letter No. _____

Dated: __/__/__

To,

The Director General,
Central Council for Research in Ayurvedic Sciences,
Jawahar Lal Nehru Bhartiya Chikitsa Avum Homeopathy Anusandhan Bhavan,

No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri,
New Delhi - 110058 (India)

Subject: - Declaration Letter for "Empanelment of Firms/Printers for various printing jobs in the Central Council for Research in Ayurvedic Sciences (CCRAS)".

Sir/Madam,

This is to notify you that our Company/ LLP/ Partnership/ Society/ Proprietorship M/s. _____ intends to submit a proposal in response to NIT for Empanelment of Firms/Printers for various printing jobs in the Central Council for Research in Ayurvedic Sciences (CCRAS).

We also declare that our Company/LLP/Partnership/Society/Proprietorship has not been blacklisted by any Central/State Government Department/Public Sector Undertaking.

Sincerely,

(Signature of authorized person)

Name: _____

Designation: _____

General Information

Cost of tender form	:	Rs.500/- (Rupees five hundred only).
Date and time of pre-bid meeting		11-6-2018 at 2.30 PM
Last date and time for receipt of tender	:	18-6-2018 up to 5 PM
Date & Time for opening of tender	:	19.6.2018 at 11 AM in the presence of all the firms' representatives, who will be present at that time.
Refundable Earnest money for Council's Publication	:	Rs. 50,000.00 (Rupees Fifty Thousands only).
The period of validity of	:	12 months from the date of award approved rates of the Printer/Firm of contract.
Quality of Paper	:	As per the specifications & Mill. The samples may be attached with the tender document.
Estimated Value	:	Approx. Rs.50/- Lac per annum.

The printed materials/jobs are to be supplied F.O.R. to Central Council for Research in Ayurvedic Sciences, at Jawaharlal Nehru Bhartiya Chikitsa Evum Homoeopathy Anusandhan Bhawan, No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.



PROFORMA FOR TECHNICAL BID

1.	Name of the Firm & Owner (With Tel./Mob. Nos.)	:													
2.	Office Address with Tel./Fax/Mob. Nos.	:													
3.	Press Address as mentioned in press license issued by competent authority (copy enclosed) With Tel./Fax/Mob. Nos.	:													
4.	Declaration issued by Police Department (copy enclosed)	:													
5.	PAN No.(in the name of Firm; copy enclosed)	:													
6.	TIN/TAN/GST No.(in the name of Firm; copy enclosed)	:													
7.	Annual Turnover (copy of balance sheets of the years mentioned in next column enclosed)	:	2015-16..... 2016-17..... 2017-18.....												
8.	Make/Model of Printing Machines available (Proof enclosed)	:	<table border="1"> <thead> <tr> <th>Machines (Offset/Digital)</th> <th>Qty./Make</th> </tr> </thead> <tbody> <tr> <td>Single colour</td> <td></td> </tr> <tr> <td>Double colour</td> <td></td> </tr> <tr> <td>Four colour</td> <td></td> </tr> <tr> <td>Stepping, binding etc.</td> <td></td> </tr> <tr> <td>Others</td> <td></td> </tr> </tbody> </table>	Machines (Offset/Digital)	Qty./Make	Single colour		Double colour		Four colour		Stepping, binding etc.		Others	
Machines (Offset/Digital)	Qty./Make														
Single colour															
Double colour															
Four colour															
Stepping, binding etc.															
Others															
9.	Past experience with Govt. Departments–Name and Period to whom service provided (Proof enclosed)	:													
10.	Staff (Proof enclosed)	:													
11.	Attach the samples of	:													



AB

	paper for each specification of paper mentioned in tender document		
12.	Details of EMD (proof enclosed)	:	
13.	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) SPECIFICATIONS FOR PRINTING OF NEWSLETTER/ BOOKS/ MONOGRAPHS/ MAGAZINES/ AUDITED STATEMENT OF ACCOUNTS/ ANNUAL REPORT ETC.**

1.	Version	Hindi/English/Sanskrit/Regional/Foreign Language(s) etc.	
2.	Size	A4	
3.	Tentative pages	100-200	
4.	Paper	Text	80 GSM Maplitho (Balarpur). 130 GSM Art Paper (sinarmass). 170 GSM Art Paper (sinarmass).
		Cover	300 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 Cover	1)Single Colour, 2) Double Colour and 3)Four Colour 4X4
6.	Type of Material	Manuscripts	
7.	Binding	-Perfect binding -Hard bound with jacket {130 GSM Art Paper with Lamination for Jacket} -Hard bound without jacket	
8.	Rate per page (including typesetting, designing, scanning, planning, plate making & printing)	Rate per page (for 200 copies)	
		Text :	
		1) Single Colour	Rs.....
		2) Double Colour	Rs.....
		3) Four Colour	
		Rs.....	
		Rate per page (for 500 copies)	
		Text:	
		1) Single Colour	Rs.....
		2) Double Colour	Rs.....
		3) Four Colour	Rs.....
		Rate per page (for 1000 copies)	
		Text :	
		1) Single Colour	Rs.....
		2) Double Colour	Rs.....
		3) Four Colour	Rs.....

9.	Cost of Text paper <i>per leaf</i>	80 GSM Maplitho (Balarpur). Rs..... 130 GSM Art Paper (sinarmass). Rs..... 170 GSM Art Paper (sinarmass). Rs.....
10.	Cost of cover (including typesetting scanning +planning, plate making & printing + Lamination & Binding)	Perfect Rs..... per copy
		Hard Bound (resin) with Jacket {130 GSM Art Paper with Lamination for Jacket} Rs..... per copy
		Hard Bound without Jacket- Rs..... per copy
11.	Taxes if any	
12	Period of completion of work	2 Weeks

Note 1: Complete material in CD (in editable form) is to be deposited with the Council.

Note 2: Calculation method to bring uniformity in printing cost giving weightage to all the rates in different specifications above and for easy comparison:

Tentative pages of document: 150 pages, 75 paper leaves, 500 copies

- | | | |
|---------------------|---|--------------|
| 1. Printing: | Single colour : Double Colour : Four Colour : | :70:40:40 |
| 2. Paper leaf(GSM): | 80:130:170: | :25:25:25 |
| 3. Binding: | Perfect:HB:HB(J): | :170:165:165 |

(B) SPECIFICATIONS FOR PRINTING OF NEWSLETTER/ BOOKS/ MONOGRAPHS/ MAGAZINES/ AUDITED STATEMENT OF ACCOUNTS/ ANNUAL REPORT ETC.

1.	Version	Hindi/English/Sanskrit/Regional/Foreign Language(s) etc.
2.	Size	7" x 9.5" / B5 (JIS)
3.	Tentative pages	100-200
4.	Paper	Text 80 GSM Maplitho (Balarpur). 130 GSM Art Paper (sinarmass). 170 GSM Art Paper (sinarmass). Cover 300 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 Cover 1)Single Colour, 2) Double Colour and 3)Four Colour 4X4
6.	Type of Material	Manuscripts
7.	Binding	-Perfect binding -Hard bound with jacket {130 GSM Art Paper with Lamination for Jacket} -Hard bound without jacket
8.	Rate per page (including typesetting, designing, scanning, planning, plate making & printing)	Rate per page (for 200 copies) Text : 1) Single Colour Rs..... 2) Double Colour Rs..... 3) Four Colour Rs..... Rate per page (for 500 copies) Text: 1) Single Colour Rs..... 2) Double Colour Rs..... 3) Four Colour Rs..... Rate per page (for 1000 copies) Text : 1) Single Colour Rs..... 2) Double Colour Rs..... 3) Four Colour Rs.....

9.	Cost of Text paper <i>per leaf</i>	80 GSM Maplitho (Balarpur). Rs..... 130 GSM Art Paper (sinarmass). Rs..... 170 GSM Art Paper (sinarmass). Rs.....
10.	Cost of cover (including typesetting scanning +planning, plate making & printing + Lamination & Binding)	Perfect Rs..... per copy
		Hard Bound (resin) with Jacket {130 GSM Art Paper with Lamination for Jacket} Rs..... per copy
		Hard Bound without Jacket- Rs..... per copy
11.	Taxes if any	
12.	Period of completion of work	2 Weeks

Note 1: Complete material in CD (in editable form) is to be deposited with the Council.

Note 2: Calculation method to bring uniformity in printing cost giving weightage to all the rates in different specifications above and for easy comparison:

Tentative pages of document: 150 pages, 75 paper leaves, 500 copies

4. Printing: Single colour : Double Colour : Four Colour : :70:40:40
5. Paper leaf(GSM): 80:130:170: :25:25:25
6. Binding: Perfect:HB:HB(J): :170:165:165

(C) SPECIFICATION FOR PRINTING OF FOLDERS

1.	Folder / Version :	Hindi / English / bilingual/ 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:	4X4
5.	Type of Material:	Soft copy will be provided and designing will be done by printer.
6.	Rate {225 GSM Magnastar art card With matt lamination}	Single Fold For 1000 Folders For Subsequent 500 Folders Rs.(10.5"x12.5")each Rs.....(10.5"x12.5")each Double Fold For 1000 Folders For Subsequent 500 Folders Rs.(10.5"x19")each Rs.....(10.5"x19")each
7.	Taxes if any:	
8.	Period for completion of work	2 weeks

Note:-Complete material in CD (in editable form) to be deposited with the Council.



(D) SPECIFICATION FOR PRINTING OF BOOKLETS

1.	Booklets / Version	Hindi / English / Regional Language(s) etc.	
2.	Size	5.5" x 8"	
3.	Quantity	1000 Copies	
4.	Tentative pages	50-100	
5.	Paper	Text	80 GSM Maplitho (Balarpur). 130 GSM Art Paper (sinarmass). 170 GSM Art Paper (sinarmass).
		Cover	250 GSM Imported Art Card.
6.	Colour	Text Cover	1)Single Colour, 2) Double Colour and 3)Four Colour 4X4
7.	Type of Material	Manuscripts	
8.	Binding	Perfect /Centre Stapling	
9.	Rate per page (including typesetting, scanning +planning, plate making & printing) for 1000 copies	Rate per page For 1000 copies Text :1) Single Colour Rs..... 2) Double Colour Rs..... 3) Four Colour Rs.....	
10.	Cost of Text paper per leaf	Paper	For 1000 copies
		100 GSM Maplitho (Balarpur)	Rs.....
		130 GSM Art Paper (Sinarmass)	Rs.....
		170 GSM Art Paper (Sinarmass)	Rs.....
11.	Cost of cover (including typesetting, scanning +planning, plate making & printing + Lamination & Binding)	Perfect/Centre Stapling Rs..... per copy	
12.	Taxes if any		
13.	Period for completion of work	2 weeks	

Note 1: Complete material in CD (in editable form) is to be deposited with the Council

Note 2: Calculation method to bring uniformity in printing cost giving weightage to all the rates in different specifications above and for easy comparison:

Tentative pages of document: 60 pages, 30 paper leaves, 1000 copies

1. Printing: Single colour : Double Colour : Four Colour : :30:15:15
2. Paper leaf(GSM): 80:130:170: :10:10:10

(F) SPECIFICATION FOR PRINTING OF PAPER POSTERS / FLEX (banner) & POPUP (Standee).

1.	Version	Hindi/English/Regional Languages/Foreign Languages
2.	Paper Poster (including designing, printing, gumming & cost of paper)	130 GSM Sinarmass Rs..... sq. ft. 170 GSM Sinarmass Rs..... sq. ft. 225 GSM Art cards Rs..... sq. ft.
3.	Flex (Posters/Banner) {including designing, printing and cost of flex}	Star Flex: Rs. sq. ft. Normal: Rs. sq. ft.
4.	Vinyl Posters {including designing, printing and cost of Vinyl}	Rs. sq. ft.
5.	i) Popup (Standee) (designing, printing & cost of material) ii) Steel Stand & cover for Popup Standees	Rs. sq. ft. Rs. sq. ft.
6.	Colour	4 colour
7.	Type of Material	Manuscripts
8.	Taxes if any	
9.	Period for completion of Work.	3 days

Note:-Complete material in CD (in editable form) is to be deposited with the Council.



(G) SPECIFICATION FOR PRINTING OF AYUSH Wall Calendar

1.	Version	Hindi / English
2.	Size	17" x 22"
3.	Quantity	Approx. 5000
4.	Paper	225 GSM Art paper (Sinarmass)
5.	Binding	Wiro from 17" side
6.	Colour	Four Colour Printing
7.	No. of Folio	07 Folio with both side printing
8.	Rate per Calendar (including Designing, planning, Printing, lamination & cost of paper)	Rs. per Calendar upto 5000 calendars Rs. per Calendar subsequent 1000 calendars
9.	Taxes, if any	
10.	Period for completion of work	2 weeks

Note:- Complete material in CD (in editable form) is to be deposited with the Council.



(H) SPECIFICATION FOR PRINTING OF INVITATION and OTHER CARDS

1.	Version	Hindi / English/Bilingual
2.	Size	7" x 5" & 8" X 5.5"
3.	Quantity	50
4.	Paper	300 GSM Avery paper
5.	Colour	Four Colour
6.	Envelope	With four colour face printing
7.	Rate per Card (including Designing, planning, Printing & cost of paper)	Rs. per Card for 7" x 5" Rs. per Card for 8" X 5.5"
8.	Taxes, if any	
9.	Period for completion of work	3 days

Note:- Soft copy of complete material in editable form is to be deposited with the Council.



(I) SPECIFICATION FOR PRINTING OF CERTIFICATES

1.	Version	Hindi / English/Bilingual
2.	Size	A4
3.	Quantity	Minimum 50
4.	Paper	300 GSM Art Card
5.	Colour	Four Colour Printing
6.	Rate per Certificate (including Designing, planning, Printing, lamination & cost of paper)	Rs. per Certificate
7.	Taxes, if any	
8.	Period for completion of work	5 days

Note:- Soft copy of complete material in editable form is to be deposited with the Council.



(J) SPECIFICATION FOR PRINTING OF LETTERHEAD

1.	Version	Hindi / English/ Bilingual
2.	Size	A4
3.	Quantity	100 pages Letterhead pad
4.	Paper	100 GSM Bond paper
5.	Colour	Four Colour
6.	Rate per Letterhead pad of 100 pages (including Designing, planning, Printing & cost of paper)	Rs. per pad of 100 Letterhead pages
7.	Taxes, if any	
8.	Period for completion of work	1 week

Note:-Soft copy of complete material in editable form is to be deposited with the Council.



**(K) SPECIFICATION FOR PRINTING OF ID CARDS/NECK-BADGES/
VISITING CARDS**

1.	Version	Hindi / English
2.	Size	90mmx60mm (ID Card) 5"x4" (Neck-Badges) 3.5"X2" (VISITING CARDS)
3.	Quantity	As per requirements
4.	For Paper	300 GSM Art Paper
5.	Colour	Four Colour
6.	Rate per ID Card (including Designing, planning, Both Side Printing, Lamination/Cover & cost of paper) Rate per Neck-Badge (including Designing, planning, Printing, Ribbon, Cover & cost of paper) Rate Visiting Card Per 100Nos. (including Designing, planning, Both Side Printing, Lamination/Cover & cost of paper)	Rs. per Card Rs. per Neck-Badge Rs. per 100Nos.
7.	Taxes, if any	
8.	Period for completion of work	One week

Note:-Soft copy of complete material in editable form is to be deposited with the Council.

