



भा.कृ.अनु.प. - केंद्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़, केरल 671 124, भारत
ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
KASARAGOD 671 124, KERALA, INDIA
(An ISO 9001:2008 Certified Institution)

Speed Post



F.No.28(1)2(AR)/2016-Stores

22.08.2016

To

Sub: Quotation for printing and supply of Institute Publications on Rate Contract for the year 2016-17 – reg

Sir,

Sealed quotations are invited for printing and supply of Institute Publications viz.. Annual Report, AICRP Annual Report, News letters, Technical Bulletins, Research Highlights, Palmphlets etc.in the enclosed formats on rate contract basis as and when required during the period of contract for a period of one year, Rate may be quoted as per the annexure enclosed.

All English text matter will be supplied eitherby e-mail, in CD or Pen-Drive with logos, photographs and graphs in TIFF or JPG format. Indian language (Hindi, Kannada . Malayalam and Tamil) manuscripts will be given as hard copies only. The final printing work shall be done only after the receipt of the duly approved proof material.

Before quoting of your rates, if required you can also have a look at our earlier publications during the office working hours of this Institute. Soft copies of our publications are available in the website www.cpcri.gov.in

The quotations should confirm to the following conditions:

01. The rates quoted should be valid for minimum oone year from the date of receipt of quotaion.
02. Complete description, specification of the item(s) quoted should be given.
03. The rate of ST/CST/VAT, etc. if charges extra. should be indicated.
04. Payment will be made only after satisfactory completion of the printing and supply to the Institute
05. Quotation received after the due date will not be entertained.
06. The right to accept or reject the quotation rests with the Directotr, CPCRI.
07. Matter will be supplied in softcopy by this Institute.
08. The final printing may be done only after getting minimum **three proofs** in hard copy or e-mail approved by this Institute
09. A soft copy of the final matter in pdf should be given for the Institute Library/Website
10. EMD a lump-sum of Rs.5,000/- (Rupees five thousand only) must be deposited in the cash or by Demand Draft drawn in favour on "ICAR Unit, CPCRI Kasaragod" on SBI, CPCRI Branch, Kasaragod along with the quotation. The EMD will be converted as Security Deposit in respect of the successful bidder and the EMD in respect of the unsuccessful bidder will be returned immediately after finalizing the bid. EMD/SD will get forfeited in the event of violation of the terms and conditions of the contract.

Your sealed quotation, superscribed as "Quotation for printing and supply of CPCRI Publicationos due on 09.09.2016" may be sent so as to reach this office on or before 09.09.2016 at 3.00PM.

Yours faithfully


Administrative Officer

Encl: Formats for quotations

Copy to: CPCRI Website

Annual Report

1.	Type of publication	:	Annual Report - A4 (210 mm x 297 mm)												
2.	No. of copies required	:	500 Nos.												
3.	Quality of paper for cover page	:	300 gsm imported art card												
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles												
5.	Cover page finishing*	:	Matt lamination*												
6.	Approx. No. of inside pages	:	120 or more; 130 gsm imported art paper (matt)												
7.	Cost of page designing and layout (DTP Charges) a. English text supplied in MS Word b. Hindi (approx 10 pages, typesetting and layout)	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (150 – 200 nos.), minor corrections in graphs etc.												
8.	Type of binding	:	Section stitching and perfect binding.												
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.												
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:													
11.	Additional cost for additional each of 4 inner pages	:													
12.	* mention additional cost for special finishing separately for (mention)	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Glossy lamination</td> <td style="width: 50%;"></td> </tr> <tr> <td>glossy spot lamination</td> <td></td> </tr> <tr> <td>golden embossing</td> <td></td> </tr> <tr> <td>silver embossing</td> <td></td> </tr> <tr> <td>textured finishing</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Glossy lamination		glossy spot lamination		golden embossing		silver embossing		textured finishing			
Glossy lamination															
glossy spot lamination															
golden embossing															
silver embossing															
textured finishing															
13.	* Additional cost for use of 240/260 gsm Natural Evolution textured paper for cover page	:													
14.	* Any charge difference for use of 240/260 gsm textured recycled white paper for cover page	:													

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Technical bulletin (large)

1.	Type of publication	:	Technical bulletin (large) - (8.5 in x 11 in) (¼ Demy)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page*	:	300gsm imported art card*
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages**	:	40 or more;130 gsm imported art paper (matt) **
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (40 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Centre pinning†
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
			Textured finishing
13.	* Additional cost for use of 240/260 gsm Natural Evolution textured paper for cover page without lamination	:	
14.	** Charge difference for use of 240 gsm textured recycled white paper for inside pages	:	
15.	‡ Additional charge for section stitching and perfect binding in case pages are more than 60.	:	
16.	Cost for additional 100 copies	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Technical bulletin (normal)

1.	Type of publication	:	Technical bulletin (normal) (¼ Crown - 7 in x 9.5 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Lamination*
6.	Approx. No. of inside pages	:	40 or more;130 gsm imported art paper (matt)
7.	Cost of page designing and layout (DTP Charges) a. English text supplied in MS Word b. Hindi (approx 10 pages, typesetting and layout)	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (40 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Centre pinning
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy lamination
			glossy spot lamination
13.	* Additional cost for use of 240gsm Natural Evolution textured paper for cover page	:	
14.	* Additional cost for perfect binding for pages above 100 pages	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Technical booklet

1.	Type of publication	:	Technical booklet - ½ Demy (5.5 in x 8 .5 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	20 or more;130 gsm imported art paper (matt)
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (150 – 200 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Centre pinning
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
		:	glossy spot lamination
		:	
		:	
		:	
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Newsletter

1.	Type of publication	:	Newsletter - ¼ Demy (8.5 in x 11 in)										
2.	No. of copies required	:	250 Nos.										
3.	Quality of paper for cover page	:	170 gsm imported art paper										
4.	Type of printing	:	Multicolour										
5.	Cover page finishing*	:	Nil*										
6.	Approx. No. of inside pages	:	8 or more;170 gsm imported art paper (matt)										
7.	Cost of page designing and layout (DTP Charges) a. English text supplied in MS Word b. Hindi (Approx. 8 pages, typesetting and layout)	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (15– 30 nos.), minor corrections in graphs etc.										
8.	Type of binding	:	Centre pinning										
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.										
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 250 copies by water-resistant packing and supply to the Institute	:											
11.	Additional cost for additional each of 4 pages	:											
12.	* mention additional cost for special finishing separately for (mention)	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Glossy laminaion</td> <td style="width: 50%;"></td> </tr> <tr> <td>glossy spot lamination</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	Glossy laminaion		glossy spot lamination							
Glossy laminaion													
glossy spot lamination													
13.	Cost for additional 100 copies	:											
14.	Cost of 300 gsm imported art card cover page (optional)	:											
15.	Cost of inside pages 130 gsm in place of 170 gsm	:											
16.	Cost of inside 4 pages 100 gsmmaplitho in single colour (Black or Blue or Red)	:											

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book (wide) - Souvenir

1.	Type of publication	:	Book (wide) - (11 in x 11 in) (1/6 of Double Demy)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	170 gsm imported art paper jacket
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	120 or more; 130 gsm imported art paper (matt)
7.	Cost of page designing and layout (DTP Charges) a. English text supplied in MS Word b. Hindi (approx 10 pages, typesetting and layout)	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (150 – 200 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Section stitching and case binding. Additional case jacket dust cover
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy lamination
			glossy spot lamination
13.	* Additional cost for use of 320 gsm Natural Evolution textured paper for cover page	:	
14.	* Any charge difference for use of 320 gsm textured recycled white paper for cover page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Technical bulletin (wide) - Catalogue

1.	Type of publication	:	Technical bulletin (wide) - (9 in x 9 in) (1/6 of Double Crown)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page*	:	300 gsm imported art card*
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages**	:	40 or more;170 gsm imported art paper (matt) **
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (40 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Centre pinning †
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
			Textured finishing
13.	* Additional cost for use of 240/260 gsm Natural Evolution textured paper for cover page without lamination	:	
14.	** Charge difference for use of 240 gsm textured recycled white paper for inside pages	:	
15.	** Additional charge for use of 240 gsm Natural Evolution textured paper for inside pages	:	
16.	† Additional charge for section stitching and perfect binding in case pages are more than 60.	:	
17.	Cost for additional 100 copies	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book Normal (colour)

1.	Type of publication	:	Book (catalogue)- (6 in x 9 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	120 or more;130 gsm imported art paper (matt)
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (40 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Perfect binding
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	
15.	Additional charge for case binding with dust cover flap bind 170 gsm with glossy lamination	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book Normal (b/w)

1.	Type of publication	:	Book Normal (b/w)- (6 in x 9 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	120 or more; 100 gsm maplitho paper
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final editing of tone and contrast of digital photos (40 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Perfect binding
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
		:	glossy spot lamination
		:	
		:	
		:	
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	
15.	Additional charge for 4 pages multicolour in 100 gsm imported art paper	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book Ledger (b/w)

1.	Type of publication	:	Book Ledger (b/w)- (8 in x 14 in)
2.	No. of copies required	:	100 Nos.
3.	Quality of paper for cover page	:	Hard cover
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Ledger*
6.	Approx. No. of inside pages	:	120 or more;100 gsmmaplitho paper
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 2 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person.
8.	Type of binding	:	Hard binding with durable spine (rexine/ canvas)
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, paper cost and printing as per above specifications for 100 copies packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Full letherite
			Golden embossing
13.	Cost for Hindi DTP per page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book Normal (colour)

1.	Type of publication	:	Book (catalogue)- (6 in x 9 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	120 or more;130 gsm imported art paper (matt)
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person and final colour correction and editing of tone and contrast of digital photos (40 nos.), minor corrections in graphs etc.
8.	Type of binding	:	Perfect binding
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	
15.	Additional charge for case binding with dust cover flap bind 170 gsm with glossy lamination	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book(Directory)

1.	Type of publication	:	Book Directory - (4 in x 8 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	80 or more;100 gsmmaplitho paper
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person
8.	Type of binding	:	Perfect binding
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	
15.	Additional charge for 4 pages multicolour in 100 gsm imported art paper	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book(CD Manual)

1.	Type of publication	:	Book CD Manual - (5.5 in x 5.5 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	80 or more;100 gsmmaplitho paper
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person
8.	Type of binding	:	Perfect binding
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	
15.	Additional charge for 4 pages multicolour in 100 gsm imported art paper	:	
16.	* Additional cost for use of 240/260 gsm Natural Evolution textured paper for cover page without lamination	:	
17.	** Additional cost for 220 gsm art card in place of 100 gsmmaplitho	:	
18.	* * Charge difference for use of 240 gsm textured recycled white paper for inside pages	:	
19.	** Additional charge for use of 240 gsm Natural Evolution textured paper for inside pages	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book(Pocket Book)

1.	Type of publication	:	Book Pocket Book - (4 in x 6 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	80 or more;100 gsmmaplitho paper
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person
8.	Type of binding	:	Perfect binding
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	
15.	Additional charge for 4 pages multicolour in 100 gsm imported art paper	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Pamphlet (large)

1.	Type of publication	:	Pamphlet (large) - (½ Demy) (5 in x 11in)	
2.	No. of copies required	:	500 Nos.	
3.	Quality of paper	:	170 gsm imported art paper	
4.	Type of printing	:	Multicolour – including graphic designing	
5.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections	
8.	Type of binding	:	Creasing – 2 Fold (6 pages)	
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.	
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:		
11.	Additional cost for additional each of 4 inner pages	:		
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion	
			glossy spot lamination	
13.	Cost for additional 100 copies	:		
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:		

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Book(Pocket Book)

1.	Type of publication	:	Book Pocket Book - (4 in x 6 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper for cover page	:	220 gsm imported art card
4.	Type of printing	:	Multicolour – including graphic designing with English & Hindi titles
5.	Cover page finishing*	:	Matt lamination*
6.	Approx. No. of inside pages	:	80 or more;100 gsmmaplitho paper
7.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person
8.	Type of binding	:	Perfect binding
9.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
10.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
11.	Additional cost for additional each of 4 inner pages	:	
12.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
13.	Cost for additional 100 copies	:	
14.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	
15.	Additional charge for 4 pages multicolour in 100 gsm imported art paper	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Pamphlet (long)

1.	Type of publication	:	Pamphlet (large) - (½ Crown) (4.5 in x 10 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper	:	170 gsm imported art paper
4.	Type of printing	:	Multicolour – including graphic designing
5.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections
6.	Type of binding	:	Creasing – 2 Fold (6 pages)
7.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
8.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
9.	* mention additional cost for special finishing separately for (mention)	:	Glossy lamination
			glossy spot lamination
10.	Cost for additional 100 copies	:	
11.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Pamphlet (Normal Brochure)

1.	Type of publication	:	Pamphlet (Normal Brochure) - (¼ Demy) (3.5 in x 8 in)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper	:	170 gsm imported art paper
4.	Type of printing	:	Multicolour – including graphic designing
5.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections
6.	Type of binding	:	Creasing – 2 Fold (6 pages)
7.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
8.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
9.	* mention additional cost for special finishing separately for (mention)	:	Glossy lamination
			glossy spot lamination
10.	Cost for additional 100 copies	:	
11.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Poster (Digital A3)

1.	Type of publication	:	Poster (Digital A3) (13 in x 19 in)
2.	No. of copies required	:	50 Nos.
3.	Quality of paper	:	170 gsm silky digital print paper
4.	Type of printing	:	Multicolour – including graphic designing
5.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections
6.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
7.	Cost of printing including DTP, paper cost and printing as per above specifications for 50 copies by water-resistant packing and supply to the Institute	:	
8.	* mention additional cost for special finishing separately for (mention)	“	Glossy lamination
			glossy spot lamination
9.	Cost for additional copies	:	
10.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Handout (Digital A4)

1.	Type of publication	:	Handout (Digital A4) (13 in x 8 in)
2.	No. of copies required	:	100 Nos.
3.	Quality of paper	:	130 gsm silky digital print paper
4.	Type of printing	:	Multicolour – including graphic designing
5.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word		Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections
6.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
7.	Cost of printing including DTP, paper cost and printing as per above specifications for 100 copies by water-resistant packing and supply to the Institute	:	
8.	* mention additional cost for special finishing separately for (mention)	“	Glossy laminaion
			glossy spot lamination
9.	Cost for additional two copies	:	
10.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

FlyerDigital

1.	Type of publication	:	Flyer (6 in x 8 in)
2.	No. of copies required	:	200 Nos.
3.	Quality of paper	:	130 gsm silky digital print paper
4.	Type of printing	:	Multicolour – including graphic designing
5.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 3 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections
6.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
7.	Cost of printing including DTP, paper cost and printing as per above specifications for 200 copies by water-resistant packing and supply to the Institute	:	
8.	* mention additional cost for special finishing separately for (mention)	:	Glossy laminaion
			glossy spot lamination
9.	Cost for additional four copies	:	
10.	Cost for Hindi/ Kannada/ Malayalam/ Tamil/ Telugu DTP per page	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.

Letterhead

1.	Type of publication	:	Letterhead (A4 - 210 mm x 297 mm)
2.	No. of copies required	:	500 Nos.
3.	Quality of paper	:	80 gsm Executive Bond print paper
4.	Type of printing	:	Multicolour
5.	Cost of page designing and layout (DTP Charges) English text supplied in MS Word	:	Minimum 2 proof corrections by sending proofs through e-mail or Internet or by sitting with DTP person, photo editing, tone/ colour corrections
6.	Delivery	:	Supply of final printed material by courier and in soft copy in pdf to institute is needed.
7.	Cost of printing including DTP, ctp, paper cost and printing as per above specifications for 500 copies by water-resistant packing and supply to the Institute	:	
8.	Cost for additional 100 copies	:	

Costs including taxes, levies and cess at the time of quotation, subject to variation as per Govt. rules.