

V.V. GIRI NATIONAL LABOUR INSTITUTE

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Tender Form for Designing and Printing of various Publications of the Institute

No. PI(Pub)/RP/1(60)/2011

Date of Advertisement : 29.12.2011
Last Date of Submission : 18.01.2012 by 3.00 p.m.
of tender
Opening of Technical : 18.01.2012 at 4.00 p.m.
Bid
Date of issue of Tender : _____

Tender form issued to:-

M/s. _____

Signature of Issuing Officer

**V.V. Giri National Labour Institute
Noida**

The Institute invites quotations from leading Printing Agencies for designing and printing of various publications of the Institute. The intended bidders may submit their sealed quotations within 21 days of the publication of this Notice. The tender document can be obtained on payment of Rs.1000/- (Non refundable) from the Institute. The sealed quotations may be dropped in the tender box kept in the reception of the Institute. For further details visit Institute website www.vvgnli.org

(Assistant Administrative Officer)

V.V. GIRI NATIONAL LABOUR INSTITUTE

(An autonomous body under the Ministry of Labour & Employment, Government of India)
Sector-24, NOIDA-201301, U.P.

The Institute intends to have a panel of Translators (English-Hindi and vice-versa), Editors and Proof readers of Hindi and in English language for its dynamic publishing programme of regular as well as occasional publications like journals, Books, Magazines, Manuals, and Research Study Series, Annual Report etc for dissemination of various labour related information and its research findings.

The Agencies/ individuals engaged in Translation, Editing and Proof Reading profession and having considerable experience in the field may send their particulars in sealed cover to the Assistant Administrative Officer, quoting rates for Editing, Proof Reading and Translation on 325 words per page basis & rates for Computerisation/Laser Typesetting on per square inch basis, separately within 21 days from the of publishing of this advertisement.

(Assistant Administrative Officer)

V.V. GIRI NATIONAL LABOUR INSTITUTE

TECHNICAL BID - Please provide relevant information as per Annexure-I.

1. The Agency should have printing jobs experience of last three years (enclose documents in support of experience)
2. The Agency should have
 - (i) Licenses to run the factory (Enclose a copy)
 - (ii) Pollution under Control certificate (A copy of the certificates may be enclosed.)
3. The Agency should enclose specimen duly stamped & signed with date (Preferably multi colour folders, booklets, brochures etc. with your imprint line) of print jobs executed by you during the last three years.
4. Annual Turnover of the Agency should have Rs. 16 lakh in each year for the last three preceding years. (Please attach Income Tax Return)
5. Enclose DD/Pay Order of Rs. 1,00,000/- as Earnest Money.
6. PAN Number of the Agency.
7. TIN No. of the Agency.

GENERAL TERMS AND CONDITIONS GOVERNING THE DESIGNING AND PRINTING WORK OF THE INSTITUTE

1. The Agency print, bind and generally deliver the work in clear and legible type form in a good and workmanlike manner (all which the Institute shall be the sole judge) within the limits of time as the Institute may deem reasonable and specify and in such quantity or quantities as may from time to time before ordered by the Institute.
2. As a measure of expediency it may be decided in some cases not to call for checking and passing the proofs shall rest with the Agency It shall be advisable, therefore, for the Agency to give the matter a final reading when the forms are in the machine so as to avoid misprints. No remuneration on account of this proof reading or extra care will, however, be admissible.
3. The printed copies shall be supplied by the Agency to the VVGNI duly tied up into suitable size bundles of an equal number. All delivery shall be made with wrapping paper.
4. The Agency shall, however, if called upon to do so full information with regard to the work in hand, and shall also permit the officer deputed by the Institute to inspect the Agency's premises at all reasonable times and shall give assistance and information as may be required by him in connection with the work.
5. If any items of work/operation not provided in the document and are required to be performed by the Agency the rates to be paid therefore shall be determined by the Institute

6. All jobs shall be carried out by the Agency with due regard to economy in paper consumption as well as in production cost without loss of clarity and efficiency.
7. The Agency shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. Care shall be taken to execute the work under security conditions.
8. The Agency shall not assign or sublet the work or any part thereof without having first obtained the permission in writing of the Institute. The Institute shall be at liberty in its discretion, to refuse such request of the Agency.
9. All papers and binding materials necessary for the work shall be arranged by the Agency.
10. After completion of the work the bill for the work, in duplicate, prepared on the basis of the accepted rates shall be submitted by the Agency to the Institute within the 15 days together with (i) Receipt/delivery voucher of the supplies made.
11. All negatives/positives/art work, etc. which have been supplied by the Institute or have been prepared by the Agency for the work shall be returned to the Institute after completion of the work.
12. A sum not exceeding two percent of the composing, page-making and plate making charges/printing and binding charges, shall be deducted by the Institute from the amount of the bill of the Agency for every week's delay or part thereof for not complying with the date of delivery of the proofs/fair copies, respectively, but this clause shall not operate if the delay is due to circumstances beyond the Agency's control. The Institute shall have the power to determine the scale of deduction in such cases under this clause and its decision shall be final.
13. The Financial Bid is to be submitted along with Technical Bid in two separate sealed envelopes i.e. one for Financial Bid and other for Technical Bid clearly specifying the Technical Bid and Financial Bid.
14. VVG NLI assumes no responsibility for the misplacement or premature opening of the contents of the bids submitted in case the envelopes are not sealed and marked as instructed.
15. The Technical and Financial Bid be prepared in indelible ink and must be signed by the Authorized Representative of the Agency. All pages of the original Technical and Financial Bid must be numbered and initialed by the authorized signatory.
16. The Technical and Financial Bid must contain no interlineations or overwriting except as necessary to correct errors made by the Agencies themselves, in which cases such corrections must be initialed by the authorized signatory.
17. Technical and Financial Bid submitted by fax or telegram or e-mail will not be accepted. VVG NLI reserves the right to reject any Technical and Financial Bid that is not submitted according to instructions stipulated in this letter.
18. The empanelment of the agency will be for a period of one year which may be extended further for one year if the services of agency are found satisfactory.
19. The Agency has to deposit as a Security Deposit amounting to 10 per cent of total contract value within a period of 30 days from award of contract.
20. The rates should be quoted for all items in Indian rupees and shall be firm throughout the period of empanelment.
21. All the page negative/positives (Text as well as plates, cover, jacket etc.) will become the property of the Institute. As such all the negatives/positives duly arranged in sequence and interleaved with butter paper will have to be returned to

- the Institute in good condition immediately after the jobs have been printed and their bulk copies supplied to the Institute.
22. The Institute will insist upon the timely printing of jobs. Printing has to be completed in all respects within seven days after finalization of CRC otherwise 10% penalty will be imposed on delayed period. Firm/Agency is requested to stick to the schedule conveyed to firm/agency from time to time. In case printing is not found as per specifications the whole lot will be rejected and no compensation will be paid and the firm/agency has to print and deliver fresh lot.
 23. In the event of Agency being not able to complete the job and leaving it unfinished in between for whatever reason, no payment whatsoever will be made to the agency by the Institute for the part of the work done irrespective of its nature and quantum.
 24. If the Institute feels at any time that any job is being delayed by the Agency for whatsoever reason, it will have the right to withdraw the same and entrust the same to any other Agency for urgent execution.
 25. Complete ferro/ammonia proofs laser print out of the jobs, will have to be shown to the Institute for its approval before undertaking the final printing. The instructions/corrections marked by the Institute on the ferro/ammonia proofs/ laser print out will have to be carried out very carefully by the Agency without any extra cost to the Institute In some cases, wherever essential another set of corrected ferro/ammonia prints will also have to be shown without any extra cost to the Institute
 26. The selected Agencies will be required to collect all the material, i.e. composed pages, illustrations, transparencies/colour prints etc., from the Institute.
 27. Failure on the part of the agency to observe the prescribed procedure and any attempt to canvass for the work are liable to lead to the rejection of the bid.
 28. The Director General of the V.V. Giri National Labour Institute is not bound to accept the lowest quotations or any quotation or to assign any reason for rejection of any or all the bids. He also reserves to himself the right of accepting the whole or any part of the bids. His decision in these matters shall be final and binding on the Agency.
 29. The designing and printing arrangement may be terminated at any stage of the work at the discretion of the Director V.V. Giri National Labour Institute without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Director V.V. Giri National Labour Institute in all these matters shall be final and binding on the Agency.
 30. The Institute also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the bids/finalization of the printing arrangement and assignment of the job without assigning any reasons thereof. The decision of the Director V.V. Giri National Labour Institute in all these matters shall be final and binding on the Agency.
 31. The Institute also reserves the right to offer the lowest rates received from any Agency and accepted by it to any of the other Agency or Agencies to enter into parallel printing arrangement, if so decides whatever the reason be. The Institute will not consider any objection in this connection. The decision of the Director General, V.V. Giri National Labour Institute in all these matters shall be final and binding on the Agency.
 32. In the case of any item of work not covered under the printing arrangement, the rates decided by the Institute thereof, will be final and binding on the Agency.

33. The designing and printing arrangement may be extended on the existing rates, terms and conditions etc. for such a period as the Institute may decide in consultation with the Agency.
34. Submission of the bids for these jobs would mean that you have agreed to abide by the terms & conditions governing the designing and printing work of the Institute.
35. The Technical bids will be opened first and the financial bids of those bidders will only be opened who qualify the technical bid.
36. 'Scope of Work for Designing and Printing of various Publications' may please be seen at Annexure-I. If the bids are not complete in all respect, they will liable to be rejected by the Institute.

PENALTY

- (a) In the event of the Agency failing to (i) observe or perform any of the condition of the work as set out herein OR (ii) to execute the work in a good and workmanlike manner and satisfaction of and by the time fixed by the Institute it shall be lawful for the Institute in its discretion, in the former event, to remove or withheld any part of the work until such time as it may be satisfied that the Agency is able to do and will duly observe the said condition and, in the events aforesaid, to make such arrangements as it may think fit for the reproduction of the work so remove or in lieu of that so rejected or removed as aforesaid on the account and at the risk and cost of the Agency
- (b) Provide further, that if in either event any excess cost be incurred by the reason of the difference between the prices paid and the accepted rates (to be certified by the Institute whose certificate shall be final), the Institute may charge the amount of such excessive cost of the Agency and the same may at any time be deducted from any sum or sums then due or which at any time thereafter may become due to the Agency under this or any other work or may be demanded of him to be paid within fifteen days to the Institute
- (c) In the event of any discovery of error or defect due to the fault of Agency at any time after the delivery of the copies ordered, the Agency shall be bound, if called upon to do so, rectify such error or defect at his own cost to the satisfaction of and within the time fixed by the Institute In the event of the delivery of any defective work, which owing to urgent or for any other reason cannot be wholly rejected the Institute shall have the power to deduct from any payment due to the Agency such as it may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.
- (d) In the event of a work-wholly rejected, the Institute may at its own discretion either:
 - (i) Permit the Agency to redo the same within such time as the Institute may specify at Agency's own cost which shall include the cost of paper and other materials.
 - or
 - (ii) Arrange to get the work done elsewhere and by any other person or from any other source than the Agency in which case the amount of extra cost, if any, shall be recover by the Institute from the Agency in the manner provided in sub-clause (b) of this clause.
37. In the event of the Agency having adjudged insolvent or having a receiving order under the Insolvency Act and in the case of a Company, of the passing of any resolution or making if any order for winding up, whether voluntary or otherwise, or in the event of the Agency failing to comply with any of the conditions herein specified, the Institute shall have the power to cancel the work without 'previous notice'.

38. In the event of lookout/closure of a Printing Agency on account of liquidation, strike, fire, accident, or any other circumstances, the Institute reserves the right to withdraw the job at whatever stage it be, without any obligation of payment or reimbursing, expenditure in respect of work done (including plates made) and also to withdraw/take possession of the manuscript, photographs, illustration etc. supplied earlier in connection with the printing of the job.
39. In the event of making a supply of the printed copies short of the actual number of copies ordered, the Institute will deduct the sale price of the copies supplied short from their respective bill.
40. The Institute reserves the right to entrust the work to other Agency on the basis of the lowest quotations accepted by the Institute.
41. The Institute also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the bids/finalization of the printing and designing arrangement and assignment of the job without assigning any reason therefore. The decision of the Director General in all these matters shall be final and binding on the Agency.

V.V. Giri National Labour Institute

Scope of Work for Designing and Printing of various Publications

1. Labour & Development (Bi-annual)

Size of Publication: 6.25" x 9.50"

No. of Copies: 500

No. of Pages: Text Pages = 152 Approx.

Cover Pages = 4

Colour: Text pages – Single colour

Cover pages - 1st and Fourth cover in four colour, Second and Third cover in Black & White

Laser Typesetting & Cover Designing: Laser typesetting of text pages and designing of Cover Pages will be done by the Agency.

Paper: Text Paper: 100 GSM

Cover Paper: 300 GSM Imported Art Paper

Lamination: Cover page will be laminated with mat finish/gloss lamination.

Binding: Perfect Binding will be done along with cover page.

2. Awards Digest (Bi-monthly)

Size of publication: 8.5"x11

No. of Copies: 300

No. of pages : Text pages = 60 approx.

Cover pages: 4

Colour : Text pages – Single colour

Cover pages – four colour

Laser Typesetting & Cover Designing: Laser typesetting of text pages and designing of Cover Pages will be done by the Agency.

Paper: Text paper: 100 GSM

Cover paper: 135 GSM Imported Art Paper

Lamination: Cover page will be laminated with mat finish/gloss lamination

Binding: Centre Stitch Binding will be done along with cover page

3. Shram Vidhan (Bi-monthly)

Size of publication: 8.5"x11

No. of Copies: 200

No. of pages : Text pages = 60 approx.

Cover pages: 4

Colour: Text pages – Single colour

Cover pages – four colour

Laser Typesetting & Cover Designing: Computerised text will be provided by the Institute and designing of Cover Pages will be done by the Agency.

Paper: Text paper: 100 GSM

Cover paper: 135 GSM Imported Art Paper

Lamination: Cover page will be laminated with mat finish/gloss lamination

Binding: Centre Stitch Binding will be done along with cover page

4. Indradhanush (Bi-monthly)

Size of publication: 8.5"x11

No. of Copies: 1000

No. of pages : 12 approx.

Colour : Four colour

Designing: Designing of all pages will be done by the Agency.

Paper: 130 GSM

Binding: Centre Stitch Binding will be done.

5. Child Hope (Quarterly)

Size of publication: 8.5"x11

No. of Copies: 1000

No. of pages : 12 approx.

Colour : Four colour

Designing: Designing of all pages will be done by the Agency.

Paper: 130 GSM

Binding: Centre Stitch Binding will be done.

6. NLI Research Studies Series

Size of Publication: 6.25" x 9.50"

No. of Copies: 300

No. of Pages: Text Pages = 100 Approx.

Cover Pages = 4

Colour: Text pages – Single colour

Cover pages - 1st and Fourth cover in four colour, Second and Third cover in Black & White

Laser Typesetting & Cover Designing: Laser typesetting of text pages and designing of Cover Pages will be done by the Agency.

Paper: Text Paper: 100 GSM

Cover Paper: 300 GSM Imported Art Paper

Lamination: Cover page will be laminated with mat finish/gloss lamination.

Binding: Perfect Binding will be done along with cover page.

7. Training Calendar

Size of Publication: 8.25"x11"

No. of Pages – 100 Approx.

Number of Copies: 800 in English & 200 in Hindi

Colour: Text pages and cover pages in four colour

Designing: Designing of all pages will be done by the Agency. The printer has to print separately English and Hindi version and will be required to use English designed copy for printing of Hindi. Design will be the same both for English and Hindi Copies.

Paper: Text Paper: 100 GSM Imported Art Paper

Cover Paper: 300 GSM Imported Art Paper

Lamination: Cover page will be laminated with mat finish/gloss lamination.

Binding: Section Sewing following by Perfect Binding

8. Report to the People on Employment

Size of Publication: 8.25"x11"

No. of Pages – 52 Approx.

Number of Copies: 5000 in English & 5000 in Hindi

Colour: Text pages and cover pages in four colour

Designing: Designing of all pages will be done by the Agency. The printer has to print separately English and Hindi version and will be required to use English designed copy for printing of Hindi. Design will be the same both for English and Hindi Copies.

Paper: Text Paper: 135 GSM Imported Art Paper

Cover Paper: 300 GSM Imported Art Paper

Lamination: Cover page will be laminated with mat finish/gloss lamination.

Binding: Section Sewing following by Perfect Binding

9. Annual Report

Size of Publication:7.5"x10", No. of copies: 350 in English & 150 in Hindi

No. of pages: Text pages = 92 Approx.+ cover pages = 4

Colour: Text pages and cover pages in four colour

Designing: including designing charges

Paper: Text Paper: 100 GSM Imported Art Paper

Cover Paper: 300 GSM Imported Art Paper

Lamination: Cover page will be laminated with mat finish/gloss lamination

Binding: Section Sewing followed by Perfect Binding

Programme Brochure (14 approx.)

Typesetting, processing and printing of programme brochure, nomination form and forwarding letter with envelop of 11"x5" on 170 GSM imported paper for brochure and 80 GSM paper for nomination form and forwarding letter and envelop from printers stock. Printing processing in single colour with ground on front side and folding per 1000 folders with nomination form and forwarding letters, insertion of folder, forwarding letter and nomination form in envelop will be responsibility of the printers, as per sample available with the Institute. (Per 1000 copy)

Note: Rates will be calculated on pro-rata basis on finalization of total number of pages.

Technical Bid Proforma for Offset Printers

**For Designing and Printing of
Publications**



V.V. Giri National Labour Institute

V.V. Giri National Labour Institute

TECHNICAL BID FOR EMPANELMENT OF OFFSET PRINTERS FOR PRINTING OF PUBLICATIONS

1. Name of the Agency:
2. Name of the Contact Person:
Mobile No.:
3. Address: Office:

Factory: (I)

(II)
4. Telegraphic/e-mail address:
5. Telephone/Fax No (s):
6. Year in which established:
7. Nature of incorporation:
(Attach Documents)
8. Name of Proprietor/Partners/Directors:
9. Name of printing machines possessed with details of their type and sizes. (In case machines are installed at more than one premise, give details.

| S.No. | Name of the machine | Make, size and Model of the Machine |
|-------|--|-------------------------------------|
| 1. | DTP Facilities No. of Terminals () | |
| 2. | Colour inkjet/ laser printer | |
| 3. | Drum / Flat bed Scanner having resolution of 400 dpi or above | |
| 4. | Planning Facilities i.e. computers and licensed software's available | |
| 5. | Image Setter | |

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| 6. | CTP Machine | |
| 7. | Four colour CPC machine 19"x26" 23" x 36" 28" x 40" | |
| 8. | Four colour machine 19"x26" 23" x 36" | |
| 9. | Single colour machine 19"x26" 23" x 36" Or any other size | |
| 10. | Programmatic Cutting Machine | |
| 11. | Automatic Paper Folding Machine | |
| 12. | Section Sewing Machine's | |
| 13. | Perfect Binding Machine's | |
| 14. | Wire Stitching Machine's Automatic Flow Line Machine | |
| 15. | Complete Power Back-up | |

10. Other Mechanical Equipments Possessed by the Press

11. Names of important clients/Advertising Agencies for whom you have done print Jobs during last three years.
12. Does your Agency/Press has
 - (i) Licenses to run the factory (Enclose a copy)
 - (ii) Pollution under Control certificate (A copy of the certificates must accompany your application.)
13. Please enclose specimen duly stamped & signed with date (Preferably multi colour posters, folders, booklets, brochures etc. with your imprint line) of print jobs executed by you during the last three years.
14. Annual Turnover for last three years. (Please attach Income Tax Returns for the last three years)
15. Details of DO/Pay order of Rs. 1,00,000/- (Rs. One Lakh)
16. PAN Number of the Agency:
17. TIN Number of the Agency:

I/we hereby certify that all the particulars given above are correct. I/we shall also abide by all the terms and conditions of empanelment required by V.V.G.N.L.I.

Signature:

Name of the Agency

Date:

Financial Bid Proforma for Offset Printers

**For Designing and Printing of
Publications**



V.V. Giri National Labour Institute

V.V. Giri National Labour Institute

Financial Bid

Prescribed format for submission of rates for Designing and Printing of various Publications

(The tender format to be typed on firm's letterhead)

| Sl. No | Name of the Publication | Detail of specifications | Agency should provide rate in Rs. |
|--------|---------------------------------|---|-----------------------------------|
| 1. | Labour & Development | Size of Publication: 6.25" x 9.50" No. of Copies: 500 No. of Pages: Text Pages = 152 Approx. Cover Pages = 4 Colour: Text pages – Single colour Cover pages - 1st and Fourth cover in four colour, Second and Third cover in Black & White Laser Typesetting & Cover Designing: Laser typesetting of text pages and designing of Cover Pages will be done by the Agency. Paper: Text Paper: 100 GSM Cover Paper: 300 GSM Imported Art Paper Lamination: Cover page will be laminated with mat finish/gloss lamination. Binding: Perfect Binding will be done along with cover page. | |
| 2. | Awards Digest | Size of publication: 8.5"x11" No. of Copies: 300 No. of pages : Text pages = 60 approx. Cover pages: 4 Colour : Text pages – Single colour Cover pages – four colour Laser Typesetting & Cover Designing: Laser typesetting of text pages and designing of Cover Pages will be done by the Agency. Paper: Text paper: 100 GSM Cover paper: 135 GSM Imported Art Paper Lamination: Cover page will be laminated with mat finish/gloss lamination Binding: Centre Stitch Binding will be done along with cover page | |
| 3. | Shram Vidhan | Size of publication: 8.5"x11" No. of Copies: 200 No. of pages : Text pages = 60 approx. Cover pages: 4 Colour: Text pages – Single colour Cover pages – four colour Laser Typesetting & Cover Designing: Laser typesetting of text pages and designing of Cover Pages will be done by the Agency. | |

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| | | <p>Paper: Text paper: 100 GSM Cover paper: 135 GSM Imported Art Paper Lamination: Cover page will be laminated with mat finish/gloss lamination Binding: Centre Stitch Binding will be done along with cover page</p> | |
| 4. | Indradhanush | <p>Size of publication: 8.5"x11" No. of Copies: 1000 No. of pages : 12 approx. Colour : Four colour Designing: Designing of all pages will be done by the Agency. Paper: 130 GSM Binding: Centre Stitch Binding will be done.</p> | |
| 5. | Child Hope | <p>Size of publication: 8.5"x11" No. of Copies: 1000 No. of pages : 12 approx. Colour : Four colour Designing: Designing of all pages will be done by the Agency. Paper: 130 GSM Binding: Centre Stitch Binding will be done.</p> | |
| 6. | NLI Research Studies Series | <p>Size of Publication: 6.25" x 9.50" No. of Copies: 300 No. of Pages: Text Pages = 100 Approx. Cover Pages = 4 Colour: Text pages – Single colour Cover pages - 1st and Fourth cover in four colour, Second and Third cover in Black & White Laser Typesetting & Cover Designing: Laser typesetting of text pages and designing of Cover Pages will be done by the Agency. Paper: Text Paper: 100 GSM Cover Paper: 300 GSM Imported Art Paper Lamination: Cover page will be laminated with mat finish/gloss lamination. Binding: Perfect Binding will be done along with cover page.</p> | |
| 7. | Training Calendar | <p>Size of Publication: 8.25"x11" No. of Pages – 100 Approx. Number of Copies: 800 in English & 200 in Hindi Colour: Text pages and cover pages in four colour Designing: Designing of all pages will be done by the Agency. The printer has to print separately English and Hindi version and will be required to use English designed copy for printing of Hindi. Design will be the same both for English and Hindi Copies. Paper: Text Paper: 100 GSM Imported Art Paper Cover Paper: 300 GSM Imported Art Paper Lamination: Cover page will be laminated with mat finish/gloss lamination. Binding: Section Sewing following by Perfect Binding</p> | |

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| 8. | Report to the People on Employment | <p>Size of Publication: 8.25"x11" No. of Pages – 52 Approx. Number of Copies: 5000 in English & 5000 in Hindi Colour: Text pages and cover pages in four colour Designing: Designing of all pages will be done by the Agency. The printer has to print separately English and Hindi version and will be required to use English designed copy for printing of Hindi. Design will be the same both for English and Hindi Copies. Paper: Text Paper: 135 GSM Imported Art Paper Cover Paper: 300 GSM Imported Art Paper Lamination: Cover page will be laminated with mat finish/gloss lamination. Binding: Section Sewing following by Perfect Binding</p> | |
| 9. | Annual Report | <p>Size of Publication:7.5"x10", No. of copies: 350 in English & 150 in Hindi No. of pages: Text pages = 92 Approx.+ cover pages = 4 Colour: Text pages and cover pages in four colour Designing: including designing charges Paper: Text Paper: 100 GSM Imported Art Paper Cover Paper: 300 GSM Imported Art Paper Lamination: Cover page will be laminated with mat finish/gloss lamination Binding: Section Sewing followed by Perfect Binding</p> | |
| 10. | Programme Brochure (14 approx.) | <p>Typesetting, processing and printing of programme brochure, nomination form and forwarding letter with envelop of 11"x5" on 170 GSM imported paper for brochure and 80 GSM paper for nomination form and forwarding letter and envelop from printers stock. Printing processing in single colour with ground on front side and folding per 1000 folders with nomination form and forwarding letters, insertion of folder, forwarding letter and nomination form in envelop will be responsibility of the printers, as per sample available with the Institute. (Per 1000 copy)</p> | |

Note: Rates will be calculated on pro-rata basis on finalization of total number of pages.

The terms and conditions of this tender are hereby accepted.

Yours faithfully,

(Signature)

Name : _____

Name of the firm with stamp : _____

Telephone No. (Office) : _____

(Residence) : _____

Any other information : _____

The envelope should be marked with Designing and Printing of various VVG NLI Publications (Financial Bid)