

**RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT**

**Ministry of Youth Affairs & Sports Government of India,  
Sriperumbudur – 602 105, Tamil Nadu.**

No: RG/Tender/ Printing Works-2017

Date: 05.04.2017

**TENDER NOTICE**

Subject: CONTRACT FOR PRINTING WORK IN RGNIYD

1. The RGNIYD invites bids from competent agencies (herein after referred to as the “firm”) for carrying out the printing work of RGNIYD. The complete set of tender documents is enclosed. Please note that this set of tender documents, comprising the following chapters and Annexure, is not transferable under any circumstances:

**Chapter 1** - Instructions for submission of tenders

**Chapter 2** - Scope of work & Terms and Conditions governing the contract

**Annexure I** - Letter of submission of tender

**Annexure II** - Schedule of Rate

2. Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. They are required to submit the offer in **two separate sealed envelopes**. The first sealed envelope should contain all the documents listed in the chapter 1 “Instruction for Submission of Tender”. Please ensure that all the documents submitted by bidders as required under Chapter- I are complete in all respects. They should also countersign each page of the bid submitted by except the demand drafts. This envelope should be clearly superscripted as **‘Pre-Qualification Bid’**.
3. The second sealed envelope should contain only the Schedule of Rates (Annexure – II) completely filled as mentioned in Para 4 of the Chapter 1 on “Instructions for submission of tender”. Please ensure that authorised representative signs each page of the Schedule of Rates before submitting it. This envelope should be clearly superscripted as **“Financial bid”**.
4. Both the sealed envelopes should again be sealed in one envelope and duly superscripted as **“Tender for Printing Work in RGNIYD”**. This envelope duly sealed in covers as described above, should be deposited in office premises of RGNIYD, Sriperumbudur- 602 105 on or before till 15.00 hrs on 27.04.2017.

5. Please note that the Pre- Qualification (Technical) Bid will be opened at 16.00 hrs on 27.04.2017 at RGNIYD in the presence of such tenderer(s), who wish to be present. You may either be present yourself or send your duly authorised representative at the time of tender opening.

The envelopes containing the “**Financial bids**” of such tenderer(s), who qualify in “Pre-Qualification Bids”, will be opened on a subsequent date and time to be notified by RGNIYD.

**RGNIYD reserves the right to:-**

- ❖ Accept or reject any or all the Pre-Qualification Bids in part or in full without assigning any reasons.
- ❖ Accept or reject any or all the financial bids in part or in full irrespective of their being the lowest without assigning any reasons.
- ❖ Award the contract for printing work in RGNIYD a single firm or different firms.
- ❖ Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of RGNIYD.
- ❖ Re-tender or negotiate with the lowest tenderer as regards the rates, terms and conditions of the tender.

Bidders are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non- compliance of instructions or the terms and conditions. Before submitting the bid, they are required to ensure that they have understood the terms and conditions of this tender document and in no circumstances they will be permitted to withdraw their bid or raise any objection to any terms and conditions in the tender documents. For any clarification of any doubt before submitting bid, they may contact the Section Officer (Admin) Phone No. 9941111768

Dated: 05.04.2017

Registrar

## CHAPTER – 1

### INSTRUCTIONS FOR SUBMISSION OF TENDER

#### 1. PREAMBLE

RGNIYD intends to award contract for its printing work to a suitable firm. The details of the work are described in “**Scope of work & terms and conditions governing the contract**” in Chapter – 2.

#### 2. ELIGIBILITY CONDITIONS

- (i) The firm should have expertise and experience in carrying out good quality printing job.
- (ii) The firm should be registered in India.
- (iii) The firm should have a well established printing press and previous experience of working with any Central / State Government, Public Sector undertaking/ reputed private Company / MNC for at least three years during the last five years.
- (iv) The firm must have at its disposal the necessary qualified and experienced staff and facility to enable it to perform properly and effectively the printing work.
- (v) The firm should meet all the terms and conditions laid down in this tender document.

#### 3. TENDER DOCUMENTS

The tender documents consist of:-

- Chapter 1** - Instructions for submission of tenders
- Chapter 2** - Scope of work & Terms and Conditions governing the contract
- Annexure I** - Letter of submission of tender
- Annexure II** - Schedule of Rate

The bid should be submitted in the manner indicated below within time, failing which the bid is liable to be rejected. Further an **incomplete or conditional bid will be rejected**.

#### **4. SUBMISSION OF TENDERS-TIME LIMIT/MODE**

The bid complete in all respects should be submitted in **two separate** parts. The **First part** should be sealed in a separate envelope and superscripted as **“Pre-Qualification Bid for contract of printing work in RGNIYD”**. This should contain all information including details of present business and financial standing which would enable RGNIYD to decide on credentials of the firm for performing/ doing the job besides earnest money (Para 5 of Chapter – 2) and other documents listed below in Para 4.1.1 and elsewhere in the chapter.

The Financial bid should be submitted in a separate envelope and superscripted as **“Financial Bid for contract for printing work in RGNIYD”**. Both the envelope should be sealed in one envelop and duly superscripted as **“Contract for Printing work in RGNIYD”** and addressed to Registrar, RGNIYD.

##### **4.1.1 The following documents must be submitted with the Pre-qualification bid:-**

- (a) Letter of submission of bid and tender documents, duly signed along with official seal clearly indicating the name & designation of the person signing the document. The tender documents must be properly numbered and binded.
- (b) Papers indicating registration number of the firm, constitution of the firm/ company and the requisite power of attorney, as the case may be.
- (c) Copy of PAN card & service tax registration.
- (d) Copies of previous experience in doing printing work for a minimum period of three years in any Central/ State Govt. & Public Sector undertakings/ reputed private company / Multinational Company during the last five years.
- (e) Copies of ongoing contracts in hand (at least two).
- (f) Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only) in form of bank draft / pay order.
- (g) At least three samples of printing.
- (h) Samples of papers mentioned in Annexure – II.

- 4.1.2 The schedule of rates given at Annexure – II, duly filled in and signed by the bidder shall be submitted with the financial bid.**
- 4.2 The bid duly complete in all respects must reach the designated address by 16.00 hrs on 27.11.2016. Tenders received after 16.00 hrs on 27.04.2017 will not be entertained.
- 4.3 In case the last date for receiving the bids is declared holiday, the bids will be received and opened on the next working day at the same time and venue.
- 4.4 The Pre-Qualification Bid will be opened at RGNIYD located at Sriperumbudur at 17.00 hrs.
- 4.5 Sealed bids may be submitted either by registered post with acknowledgement due or may be dropped in the tender box kept in Admin Section of RGNIYD. Bids by Telegram/ Fax/ E-mail will not be considered. RGNIYD reserves the rights to extend the date of submission and opening of the bids.
- 4.6 All rates should be quoted only on the proper form (Annexure-II) of the Schedule of Rates and each page of this schedule shall be signed in full by the bidder or his authorised signatory.**
- 4.7 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Chapter- 2 on “Scope of Work and Terms & Conditions”. No request for change or variation in rates or terms & conditions of the contract shall be entertained on the grounds that the bidder had not understood the work envisaged in this tender document for printing work in RGNIYD or any other reasons. Any overwriting in the schedule of rates shall not be accepted. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the bidder or his authorised signatory.
- 4.8 RGNIYD reserves the right to re-tender or modify the terms & conditions of the tender. It also reserves the right to negotiate the rates with the lowest bidder (i.e L-1).
- 4.9 Bidder shall not increase his/ their quoted rates in case RGNIYD negotiates for reduction of rates and such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates quoted will be binding on the bidder.

- 4.10 Any variation, addition and / or omission in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the bidder in the bid. The rate quoted by the bidder shall be applicable irrespective of the volume of the work.
- 4.11 The rates for various printing related heads must be quoted in both words and figures. If there is a variation between the rates quoted in “figures” and in “words”, the rates quoted in words shall be treated as correct and valid. If more than one or improper rate is quoted, the bid is liable to be rejected summarily and will not be considered.
- 4.12 Each folio of tender documents and every supporting documents attached with it shall be signed by the bidder or such person on his behalf as is legally authorised to sign for and on his behalf and embossed with official seal at the time of submission of tender.
- 4.13 Bids containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer or his authorized person with date.

## **5. PREVIOUS EXPERIENCE**

The bidder should enclose documents and certificates in proof, to the satisfaction of RGNIYD, of his previous experience of printing work for **three years in any Central / State Govt. or Public Sector Undertaking / reputed private company / MNC** during the last five years.

The experience certificate should be in the name of the bidder. Bids, which are not supported by satisfactory credentials, will not be considered and shall be liable to be rejected.

## **6. CONSTITUTION OF THE FIRM**

- 6.1 The bidders who are the firm, company, association or society must enclose attested copies of the documents evidencing constitution of their firm/ company/ association or society, power of attorney and / or partnership deed. Co-operative societies must submit an attested copy of the certificate of registration along with the documents mentioned earlier.
- 6.2 If the tender is submitted by a proprietary firm, it shall be signed by the proprietor above his full name and the name of his firm with its current address.

- 6.3 If the bid is submitted by a partnership firm, all partners of the firm shall sign the bid with their full names and current address or a partner holding the Power of Attorney for the firm shall sign the bid, in which case the certified copy of the Power of Attorney shall accompany the bid. A certified copy of the partnership deed, current address of the firm and the full names and address of all partners of the firm shall also accompany the bid.
- 6.4 If a Private Limited Company, Limited Company or a Limited Corporation submits the bids, such Private Limited Company, Limited Company or a Limited Corporation shall furnish satisfactory evidence such as Memorandum, Association and articles of Association of its existence the tender document shall be signed by a duly authorised person.
- 6.5 The cancellation of any documents such as Power of Attorney, Partnerships deed etc shall forthwith be communicated to RGNIYD in writing, failing which RGNIYD shall have no responsibility or liability for any action taken on the strength of the said documents submitted earlier.
- 6.6 RGNIYD may recognize changes in Power of Attorney and related documents mentioned in sub- para 6.1 after obtaining proper legal advice, cost of which will be chargeable to the tenderer / contractor.

## **7. STUDY OF LOCAL CONDITIONS**

**The bidder is advised in his own interest to visit RGNIYD office and acquaint himself with the nature of work etc.**

## **8. VALIDITY OF OFFER**

**The bidder shall keep the offer open for a period of 120 (One hundred twenty) Days from the last date of submission of the bid.**

## **9. ACCEPTANCE OF BID**

- 9.1 The authority for acceptance of the bid and tendered rates will rest with the competent authority of RGNIYD, who does not bind himself to accept the lowest or any other bid nor does the undertake to assign reasons for his decision in this matter.

- 9.2 Acceptance of tendered rates of the selected bidder will be communicated through a letter as soon as possible.
- 9.3 All the bid documents submitted by a bidder shall become the property of RGNIYD and RGNIYD shall have no obligation to return the same to the bidder.
- 9.4 Canvassing in connection with tenders is strictly prohibited and the bid submitted by the bidder, who resorts to canvassing, shall be liable to be rejected.
- 9.5 If the bidder deliberately gives wrong information or conceals any information/ facts in his bid, RGNIYD reserves the right to reject such bid at any stage of execution without assigning any reason and any financial liability.

## **10. EVALUATION CRITERIA**

- 10.1 **Evaluation of Pre-Qualification Bids:** The Pre- Qualification Bid will be evaluated by a Tender Evaluation Committee (TEC) which will examine and evaluate the following papers submitted by the bidder:-
- (a) Letter of submission of bid and tender documents with all pages duly signed along with official seal clearly indicating the name & designation of the person signing the document. The tender documents must be properly numbered and binded.
  - (b) Papers indicating registration (Optional) and constitution of the firm/ company and the requisite power of attorney, as the case may be.
  - (c) Copy of PAN card & Service tax Registration.
  - (d) Copies of previous experience in doing printing work for a minimum period of three years in any Central / State Govt. & Public Sector undertakings / reputed private company / MNC during the last five years.
  - (e) Copies of ongoing contract in hand (at least two).
  - (f) Earnest Money Deposit of Rs. 20,000/- (rupees Twenty thousand only) in form of bank draft / pay order.



(g) At least three samples of printing.

(h) Samples of papers mentioned in Annexure – II

- 10.2 **Evaluation of Financial Bids:** The financial bids will be opened only in respect of those firms which qualify in the pre- qualification bid. The printing work in RGNIYD involves printing of Annual Report, RGNIYD Newsletters, Training materials, course materials etc. the details of which are mentioned in Annexure - II

**On the basis of rates indicated by different bidders in the Scope of Rates (Annexure – II), the cost of printing of one Multi Colour document and one single colour document as per specifications mentioned will be worked out and the bidder with total lowest cost will be declared ‘L1’.**

- 10.3 **Disqualification Clause:**

The bidder shall be disqualified (a) if the bidder or any of its constituent(s) has been blacklisted / banned business dealing by any Government Department, Government Agency or Public Sector Undertakings at any time, except in cases where such blacklisting / banning has been withdrawn by competent authority or ceased on the deadline for submission of the bid, for which satisfactory evidence is to be produced.

(b) Any previous contract of the bidder or any of its constituent(s) had been terminated / rescinded for contractor’s failure by RGNIYD during the period of last 5 years before the deadline for submission of the bid.

(c) The bidder or any of its constituent(s) has been issued a show cause notice for poor performance / banning / blacklisting or business or order for suspension of business by the competent authority of RGNIYD.

## **11. EXECUTION OF AGREEMENT**

- 11.1 The bidder whose bid is accepted shall be required to appear in the office of RGNIYD in person or if the bidder is a firm, company or a corporation, a duly authorised representative shall appear and execute the agreement within seven (07) days of the date of issue of communication from RGNIYD office and start the work from the date specified by RGNIYD. Failure to do so shall constitute non- compliance of the terms and conditions of the tender. In the event, RGNIYD will be at liberty to take appropriate action as deemed proper.

- 11.2 The bidder shall treat the contents of the tender documents as private and confidential.

## **12. POSTAL ADDRESS FOR COMMUNICATION**

Every bidder shall state in the bid his postal address fully and clearly. Any communication sent to the bidder by post at his said address shall be deemed to have been delivered to the bidder in time.

## **13. CONFIDENTIALITY**

The firm shall treat all the information provided by RGNIYD as confidential and shall not share the information with any person without the written permission of RGNIYD.

## **14. LAWS GOVERNING CONTRACT**

The contract shall be governed by the laws of India for the time being in force.

## **15. JURISDICTION OF COURTS**

The court of the place from where the contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the contract.

## **16. ARBITRATION**

In the event of any dispute arising between RGNIYD and the firm in any matter covered under this Agreement or arising directly or indirectly therefrom or connected or concerned with the said agreement in any manner of its implementation of any terms and conditions of the said agreement, the matter shall be referred to the Registrar, RGNIYD who may himself act as sole arbitrator or may nominate an officer of RGNIYD as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with this agreement. The firm will not be entitled to raise any objection for the appointment of such officer of RGNIYD as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at Sriperumbudur, Tamil Nadu. The language of arbitration shall be in English only.

Registrar

## **CHAPTER – 2**

### **SCOPE OF WORK, TERMS AND CONDITIONS GOVERNING THE CONTRACT**

#### **1. SCOPE AND NATURE OF WORK**

- 1.1 Printing work in RGNIYD involves printing of Annual Report, Newsletters etc. The annual estimated expenditure on printing of various documents is approximately rupees 10 lakhs.
- 1.2 The firm will be required to collect the manuscripts etc, from RGNIYD office and deliver the final work at RGNIYD office. In between it shall also be required to bring and collect the proof of the job from the office without any extra charges.
- 1.3 Printed copies shall be supplied, duly tied up in suitable sizes and bundles of equal numbers at RGNIYD office.

#### **2. PAYMENT CONDITIONS**

- 2.1 The firm will produce bills for release of payment only after completion of the printing work.
- 2.2 A sum of not exceeding 2% of the composing, printing and binding charges will be deducted from the bill for every week's delay or part thereof in case the firms fails to deliver the printed copies by the due date of delivery. The entire job will be rejected if the same has not been carried out in accordance with the specifications. In that event the firm shall carry out the same job without any extra charges.
- 2.3 TDS and all statutory dues will be deducted as per applicable rules.

#### **3. DURATION OF CONTRACT**

- 3.1 At the initial stage, the contract shall be awarded for a period of two years from the date of commencement of agreement. RGNIYD will have discretion for extending if for further period of one or more years on mutually acceptable terms and conditions and rates at the sole discretion of RGNIYD. RGNIYD also reserves the right to terminate the agreement at any time without assigning any reason.

3.2 It shall be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the expiry of the agreement even beyond contracted period for at least 4 (four) months or till the new contract is finalized, whichever is earlier.

#### **4. EARNERST MONEY DEPOSIT**

4.1 The bidder shall deposit a sum of **Rs. 20,000/- (Rupees Twenty thousand only)** as Earnest Money along with the pre-qualification bid.

4.2 The deposit as referred to under Para 4.1 above shall be paid in the form of Pay order or Demand Draft in favour of RGNIYD, payable at Sriperumbudur and valid for a minimum period of three months after the date of issue.

#### **5. SECURITY DEPOSIT**

The successful bidder whose rates are finally accepted shall deposit a sum of Rs. 50,000/- (Rupees Fifty thousand only) as Security Deposit. The EMD amount deposited by the successful tendered will be adjusted towards the Security deposit. The balance amount of Rs. 30,000/- must be deposited by the successful bidder within seven days from the date issue of offer letter by Pay Order or Demand Draft in favour of RGNIYD. If he declines or fails to remit the additional amount towards Security Deposit, the entire amount of Rs. 20,000/- of EMD adjusted towards Security Deposit will be forfeited and contract shall be liable to be cancelled.

#### **6. GENERAL**

6.1 For any clarification in regard to the meaning or intent or interpretation of any of the provision of these terms and conditions may be sought from Section Officer (Admin), RGNIYD, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the tender document shall also be decided by making reference to him and his decision shall be final and binding.

**6.2 RGNIYD reserves the right to terminate the agreement at any time without assigning any reason.**

**Registrar**

The scope of work and all terms and conditions listed from para 1 to 6 along with their sub-para have been read carefully, understood and accepted.

**LETTER OF SUBMISSION OF TENDER**

To

The Registrar,  
RGNIYD,  
Sriperumbudur

**Subject:** Tender for printing work in RGNIYD for a period of two years from the date of award of contract.

Dear Sir,

Subject to the conditions given in the tender document issued to me in connection with the above- mentioned contract, I/ We hereby submit my/ our bid for printing work in RGNIYD at the rates specified in Schedule of Rates (SOR) (Annexure – II) annexed with the documents. I/ We hereby certify that I/ We have examined and am/ are fully familiar with all the provisions of the tender documents and I/ We am /a re satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

The following certificates/ documents are enclosed herewith:-

- (a) Letter of Submission of bid and tender documents with all pages duly signed along with official seal clearly indicating the name & designation of the person signing the document. The tender documents are properly numbered and binded.
- (b) Papers indicating registration (Optional) and constitution of the firm/ company and the requisite power of attorney, as the case may be.
- (c) Copy of PAN card & Service Tax registration.
- (d) Copies of previous experience in doing printing work for a minimum period of three years in any Central/ State Govt. & Public Sector Understandings/ reputed private company / MNC during the last five years.
- (e) Copies of ongoing contracts in hand, if any.
- (f) Earnest Money Deposit of Rs. 20,000/- in form of bank draft / pay order
- (g) At least three samples of printing.
- (h) Samples of papers mentioned in Annexure- II.

2.1 A sum of Rs. 20,000/- (Rupees Twenty thousand only) towards earnest money in the form of pay order / demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on the bank / branch \_\_\_\_\_ in favour of RGNIYD, payable at Sriperumbudur.

2.2 The details of other contracts undertaken by me / us with other Central / State Govt. / Public Sector Understanding / Autonomous bodies / reputed private company / MNC are given below:-

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

The Schedule of Rates (Annexure – II) duly filled and signed is enclosed in a separate sealed envelope. I/ we clearly understand that this will be opened on a subsequent date only if my / our pre- qualified bid is acceptable to RGNIYD.

I/ We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,

Signature of Tenderer (s)

Bidder's Address

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.

**TENDER FOR DESIGNING AND PRINTING****Financial Bid**

<b>S.No.</b>	<b>Specification</b>	<b>Rates (Rs.)</b>
1	<p><b>RGNIYD Quarterly Newsletter</b></p> <ol style="list-style-type: none"><li>1. Size —<sup>1</sup>/<sub>4</sub>th Demy (Size: 27.5 cm x 21 cm)</li><li>2. Colour — <b>Multi Colour</b></li><li>3. Paper to be used: 170 gsm gloss paper</li><li>4. Binding: Centre Pinning</li></ol> <p>Cost for 1000 Copies Cost for 2000 Copies Cost for 3000 Copies</p> <p><b>5. Additional Cost: For every 4 pages</b></p>	
2	<p><b>RGNIYD's Endeavour —Journal of Youth Development (Half-yearly)</b></p> <ol style="list-style-type: none"><li>1. Size — 118<sup>th</sup> Royal (24 cm x 15.5 cm)</li><li>2. Number of Pages: 120</li><li>3. Inside Pages<ol style="list-style-type: none"><li>a. 80 gsm map litho</li><li>b. Single Colour</li></ol></li><li>4. Multi Colour Cover on Foreign Art Card 300 gsm Multi Colour with Matt Lamination</li><li>5. Binding - Perfect Binding<ol style="list-style-type: none"><li>Cost for 250 Copies</li><li>Cost for 500 Copies</li></ol></li><li>6. <b>Additional Cost : for every 8 page</b></li></ol>	

3	<p><b>RGNIYD Annual Report (English)</b></p> <ol style="list-style-type: none"> <li>1. Size — 1/4th Demy (Size: 10.75" x 8.5")</li> <li>2. Inside Pages <ol style="list-style-type: none"> <li>a Multi Colour</li> <li>b 170 gsm Foreign Art Paper</li> </ol> </li> <li>3. Total Number of Pages: 100</li> <li>4. Cover <ol style="list-style-type: none"> <li>a Foreign Art Card 300 gsm Multi Colour with matt lamination</li> </ol> </li> <li>5. Binding — Perfect Binding Number of copies— 500</li> <li>6. <b>Additional Cost: For every 4 pages</b></li> </ol>	
4	<p><b>RGNIYD Annual Report (Hindi)</b></p> <ol style="list-style-type: none"> <li>1. Size — 1/4th Demy (Size: 10.75" x 8.5")</li> <li>2. Inside Pages <ol style="list-style-type: none"> <li>a. Multi Colour</li> <li>b. 170 gsm Foreign Art Paper</li> </ol> </li> <li>3. Total Number of Pages: 100</li> <li>4. Cover <ol style="list-style-type: none"> <li>a Foreign Art Card 300 gsm Multi Colour with matt lamination</li> </ol> </li> <li>5. Binding — Perfect Binding</li> <li>6. Number of copies — 250</li> <li>7. <b>Additional Cost: For every 4 pages</b></li> </ol>	
5	<p><b>RGNIYD Annual Report</b></p> <p>Cost of Digital Printing</p> <ol style="list-style-type: none"> <li>1. Size — 1/4th Demy (Size: 10.75" x 8.5")</li> <li>2. Inside Pages <ol style="list-style-type: none"> <li>a. Multi Colour</li> <li>b. 170 gsm Foreign Art Paper</li> </ol> </li> <li>3. Total Number of Pages: 100</li> <li>4. Cover <ol style="list-style-type: none"> <li>a Foreign <b>Art</b> Card 300 gsm Multi Colour with matt lamination</li> </ol> </li> <li>5. Binding — Perfect Binding</li> <li>6. Number of copies — 50</li> <li>7. <b>Additional Cost: For every 4 pages</b></li> </ol>	



**6.RGNIYD Books (Copies : 250, 500)**

Size	Unit Details	Rate
1/8 <sup>th</sup> Royal (24 cm x 15.5 cm)	<ol style="list-style-type: none"><li>1. Per form of 16 pages on 80 gsm maplitho paper</li><li>2. Multi colour cover on 300 gsm Foreign Art Card</li><li>3. Inside pages: Single Color with 80 Pages</li><li>4. Binding: Perfect</li></ol>	
1/4 <sup>th</sup> Demy (Size: 27.5 cm x 21 cm)	<ol style="list-style-type: none"><li>1. Per form of 4 pages on 80 gsm maplitho paper</li><li>2. Multi colour cover on 300 gsm Foreign Art Card</li><li>3. Inside pages: Single Color with 80 Pages</li><li>4. Binding: Perfect</li></ol>	
1/8 <sup>th</sup> Demy (21.5 x 14 cm)	<ol style="list-style-type: none"><li>1. Per form of 16 pages on 80 gsm maplitho paper</li><li>2. Multi colour cover on 300 gsm Foreign Art Card</li><li>3. Inside pages: Single Color with 80 Pages</li><li>4. Binding: Perfect</li></ol>	

**7. RGNIYD Brochures and Pamphlets ( 120, 170, 250, 280, 300 GSM )**

<b>Size</b>	<b>Unit Details</b>	<b>Rate</b>
21m x 14 cm (Multi fold)	<b>1. Multi Colour on Foreign Art Paper/Card</b> 300 copies: 500 copies: 1000 copies: <b>2. Two Colours on Indian Art Paper</b>  300 Copies: 500 Copies: 1000 copies: <b>3. Single Colour on 80 gsm maplitho paper</b> 300 Copies: 500 Copies: 1000 Copies:	
22.5 x 18 cm (Centre pinning) 8 leaves brochure	<b>1. Multi Colour on Foreign Art Paper/Card</b> 300 Copies: 500 Copies: 1000 Copies: <b>2 Two Colours on Indian Art Paper</b> 300 Copies: 500 Copies: 1000 Copies:	
<b>Placement Brochures</b> Folder Size : 7.5"X 9.5" Leaves size : 7"X9"	Paper folders: 300 gsm imp matt Paper leaves : 170 gsm Imp Matt Printing : 4 Colour Binding : Die cutting and pocket pasting Lamination : Matt cover and leaves Inner Pages : 16 Cover page : 2 Quantity : 500	

<p><b>Poster</b> Size: 18"x23"</p>	<p>Copies: 1500 Printing : One side</p> <p>Colour: Multicolour</p> <p>Paper: 130 gsm Art Paper</p> <p>300 Copies: 500 Copies: 1000 Copies:</p>	
<p><b>RGNIYD M.A. Flyer</b>  Size: A4</p>	<p>Pages : 1</p> <p>Colour : Multicolour</p> <p>1000 copies: 2000 copies: 3000 copies:</p> <p>Additional Cost for Multifold with creasing / scoring</p>	
<p><b>Thematic Brochures</b>  Size of the Book: 1/8 Demy</p>	<p>Colour : Multicolour</p> <p>Cover: 130 Gsm Art Paper</p> <p>Inner page: 80 Gsm Maplitho paper (Text Print: Black and white)</p> <p>Pages: 20 pages</p> <p>Binding: Centre Pinning</p> <p>300 Copies: 500 Copies: 1000 Copies:</p>	

#### 8. RGNIYD Handbook and Programme Guide

Size	Unit Details	Rate
118 <sup>th</sup> Demy (21.5 x 14 cm)	<ol style="list-style-type: none"> <li>Multi colour cover on 300 gsm Foreign Art Card</li> <li>Inner Pages: 80 gsm maplitho (approx. 62 pages)</li> <li>Lamination charges for multi cover page</li> <li>Binding: Centre pinning Cost for copies: 250</li> <li><b>Additional Cost: For every 8 ----- (single colour)</b></li> </ol>	

## 9. RGNIYD Prospectus

Size	Unit Details	Rate
18 x 25 cms	Colour — Multicolour Cover — 170 Gsm Art Paper Inside Page: 130 Gsm Matt Art Paper (16 pages) Text Printing : Multi Colour Binding: Centre Pinning 300 copies: 500 copies: 1000 copies:	

## 10. RGNIYD Calendars

Size	Unit Details	Rate
<b>2016 Desktop Calendar</b> <b>(18 pages, 9 sheets)</b>  size: 5.5 Inches x 8.5 inches	Plain Back Stand Board with Matt Lamination  Colour : Multicolour for 9 sheets (Back & Front) Binding : Wiro Binding Paper: 250 Gsm Art Cart Glossy Quantity: 2500 copies	
<b>2016 Pocket Calendar</b> <b>(Booklet)</b>  <b>16 Pages + 4 pages Wrapper</b>  Size: 1/16th Demy	Cover Page: 250 Gsm Art Board Inner Page : 16 pages with 90 Gsm Maplitho paper  Colour: Multicolour Binding : Centre Pinning Finishing: Matt Lamination Quantity: 5,000 Copies	

<b>Wall Calendar</b>  Size: 17x22 inches	Paper: 170 Gsm Gloss Art Paper Colour: Multi Colour  No. of Pages : 6 + 1 Introductory Page  Binding : Wiro Binding with Wall Hanger  Printing both side of the paper in Six Pages and one side in Introductory Page  Quantity: 2500 copies	
<b>2016 Annual Planner</b> Size— <sup>1</sup> / <sub>4</sub> th Demy (Size: 10.75" x 8.5")	Pages : 36 with wrapper Cover : 300 gsm Art Board with Matt Lamination Colour : Multi Colour printing (Both wrapper and inside pages) Innerpages: 120 gsm Maplitho paper Binding : Center Pinning Quantity : 2000 copies	

## 11. CD Label

Size	Unit Details	Rate
Compact Disk (Read Only)	CD Label Printing (sticker) - Multicolour CD Pouch die cutting and multicolour printing  100 Copies:  200 Copies:  300 Copies:	

## 12. Research Reports / Monographs

Size	Unit Details	Rate
<b>Hard Bound Research Reports with cover jacket</b>	Size of the Book: 1/4 Crown Cover: 300 GSM Art Board Inside page: 80 GSM maplitho (100 pages approx.) Cover Colour : Multicolour Binding: Section Stitching and Perfect Bound Inside colour: Black and White 300 Copies: 500 Copies: 1000 Copies:	
	Size of the Book: A4 Pages : 100, Colour : Multicolour Cover: 130 Gsm, Jacket: 170 Gsm Inside Page: 120 Gsm Maplitho Text Printing : Single Colour Binding: Hard cover with Wrapper Jacket matt finish Packing : Shrink wrapped 300 Copies: 500 Copies: 1000 Copies:	

<b>Research Reports</b>	<p>ColourAll Multicolour</p> <p>Binding: Soft binding with Centre Pinning Cover: 250 GSM Art Board</p> <p>Inside page: 170 GSM Art Paper</p> <p>No. of Pages: 32 (Multicolour text printing) 300 Copies:</p> <p>500 Copies:</p> <p>1000 Copies:</p>	
<b>Research Monographs</b>  Size: 25.5 cm x 18 cm	<p>Cover: 170 GSM Art Board (Multicolour) with matt lamination</p> <p>Inside pages: 100 GSM Maplitho Paper</p> <p>No. of Pages: 100 (single colour)</p> <p>Binding: Perfect Binding</p> <p>300 Copies</p> <p>500 Copies:</p> <p>1000 Copies:</p>	

### 13. Facilitator's Manual

Size	Unit Details	Rate
Size of the Book: A4	<p>Pages : 200, Colour : Multicolour</p> <p>Cover: 130 Gsm, Jacket: 170 Gsm</p> <p>Inside Page: 130 Gsm Matt Art Paper</p> <p>Text Printing : Multi Colour</p> <p>Binding: Hard cover with Wrapper</p> <p>300 Copies:</p> <p>500 Copies:</p> <p>1000 Copies:</p>	
Size of the Book: A4	<p>Pages : 200, Colour : Multicolour</p> <p>Cover: 130 Gsm,</p> <p>Text Printing : Black and White</p> <p>Binding: Perfect Binding</p> <p>300 Copies:</p> <p>500 Copies:</p> <p>1000 Copies:</p>	

#### 14. Mentor Register / Other Registers

Size	Unit Details	Rate
Size: 1/4 <sup>th</sup> Demi	Cover: 300 gsm Art Board Inside page:80 gsm art paper No. of Pages: 20 pages single colour Cover Colour : Multi Colour Binding: Centre Pinning	

#### 15. Students Profiles

Size	Unit Details	Rate
Size — <sup>1</sup> /4th Demy (Size: 10.75" x 8.5")	Cover: 300 gsm Art Board Inside page:100 gsm art paper No. of Pages: 80 pages Colour : Multi Colour (both cover and inside pages) Binding: Perfect Binding with matt lamination 200 Copies: 300 Copies 500 Copies	

#### 16. Printing of Banners

Size	Unit Details	Rate
8 X 3 ft (3 X 14) ft, (20X4) ft (Welcome Arch) 12 X 8 ft 20 X 8 ft (30 X12)ft, (4X12) ft (for Auditorium) 15 X 10 ft 5 X4 fts	Charges for Designing, Printing and installation of banners on frames  Rates / sqft with flex specifications	



## 17. Visiting Cards

Size	Unit Details	Rate
9.5 x 5.5 cm	Colour : 2 Colours Printing: (Both sides) English onside, flip side Hindi 100 Copies: 200 Copies: 300 Copies:	

## 18. Invitations

Size	Unit Details	Rate
28 x 17.5 cm	Multi Colour 130 GSM Art Sheet with Both Sides Lamination, with Creasing / Scoring  Cover with Multicolour Printing on 100 GSM Art Sheet / Die Cutting and Pasting	
34 x 9.5 cm (with creasing)  card 23.5 x 10.5 cm (cover)	Multi Colour 130 GSM Art Sheet with Creasing / Scoring  Multi Colour Cover with die cut	
28 x 20.5 cm  23 x 15.5 (Cover)	Multi colour 130 GSM Art sheet with centre Creasing/Scoring  Single colour print	

**19. Official Letter heads**

Size	Unit Details	Rate
27.94 x 21.59 cm Bond sheet	Single Colour  1000 copies 2000 copies 3000 copies	
	Continuation Sheets (Single Colour)  1000 copies 2000 copies 3000 copies	

**20. Certificates Printing**

Size	Unit Details	Rate
A4 (29.7 x 21.0)	130 GSM Board Colour (2 Colours) 50 copies 100 copies 200 copies	

**Stationery Printing**

<b>Note Pads (Inside Papers: 5/ 10/ 25 /50 Nos )</b>	Cover Colour: Multicolour Backside : black & white text print 200 copies 500 copies 1000 copies	
Size : 5.5x8.5 Inches		

<b>Office Envelopes ( Single Color Print)</b>	1000 copies 2000 copies	
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<b>Cloth lined covers with print</b>	1000 copies 2000 copies	
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<b>Files Printing</b>	1000 copies 2000 copies	
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### **Forms of Administration / Accounts Departments**

- OD Forms
- Leave Application Forms (EL with Joining Report/CL/C.Off/RH)
- Medical Claim Forms
- Overtime work statement
- LTC form
- Application for Reimbursement of Children Educational Allowance
- Festival Advance
- Receipt
- Vouchers
- Contingent Bills etc

### **Training Forms**

- Training Approval Forms
- TA Claim Forms / Honorarium Forms
- Registration Forms
- Feedback Forms

### General Designing and Printing works

S. No.	Specification	Rates (Rs.)
I.	<b>DTP Composing (per page)</b> English 1/8 <sup>th</sup> Royal Size 1/4 Demy Size Hindi 1/8 <sup>th</sup> Royal Size 1/4 Demy Size	
II.	<b>Colour (upto 5000 copies)</b>	
a)	1/8 Royal (per form of 8 pages) Black & white Two colour Multi- colour	
b)	1/4 Demy (upto 5000 copies) (per form of 4 pages) Black & white Two colour Multi -colour	
c)	Brochure (multifold — 5000 copies) Black & white Two colour Multi- colour	
III.	<b>Cover page (per form of 2 pages)</b> 1/8 Royal (printing upto 5000 copies) Black & white Two colour Multi colour 1/4 Demy (upto 5000 copies) (per form of 4 pages) Black & white Two colour Multi- colour	

IV.	<b>Binding</b> Pinning (upto 250 pages) Perfect binding Section stitching with hard/soft covers Rates for art paper binding Pinning (over 250 pages) Perfect binding Section stitching with hard/soft covers Rates for art paper binding	
V.	<b>Lamination</b>  1/8 Royal Size (both sides) 1/4 Demy Size (both sides)	
VI.	<b>Title page designing</b> Black & white Two colour Multi- colour	
VII	<b>Editing</b> Copy editing. Proofreading for one page Pagination Charges Plain Text Text with Tables Text with Tables and Graphs	
VIII	<b>Draw Illustration as per the concept given by RGNIYD</b> 1.Illustration : Multicolour 2. Illustration : Two Colour 3. Illustration : Single Colour	