

**POVERTY & HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)**  
**PLANNING & CONVERGENCE DEPARTMENT**

**Request for Proposal (RFP) for empanelment of suitable  
Agencies for Document Design & Printing - 2024**

LOKSEVA BHAVAN, BHUBANESWAR, ODISHA

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## **Request for Proposal (RFP) for empanelment of suitable Agencies for Document Design & Printing - 2024**

### **Tender Notice**

Poverty & Human Development Monitoring Agency (PHDMA), P & C Department, Government of Odisha invites *Technical and Financial Proposals* from the reputed Design Agency having valid GSTIN and PAN Nos. for empanelment of suitable Agencies with respect to Designing & Printing of documents developed/prepared by PHDMA on annual rate contract basis.

The RFP document shall be available from the advertisement date till the due date of Bid on the website of <https://www.odisha.gov.in> and <https://phdma.odisha.gov.in>.

The timeline for submission of bids/proposals are given below as:

<b>Description</b>	<b>Date</b>	<b>Time</b>
Date of uploading of RFP	01.02.2024	10.30 AM
Last date of Submission of Proposal	12.02.2024	05.00 PM
Date of Opening of Technical Proposal	15.02.2024	04.00 PM
Date of Opening of Financial Proposal	17.02.2024	04.00 PM

PHDMA reserves the right to cancel any or all the Bids or annul the Bidding process without assigning any reason thereof. All proposals are to be submitted through Speed Post/Registered Post / Courier Service only.

**Sd/-**

**Member Secretary,  
Poverty & Human Development  
Monitoring Agency (PHDMA),  
Lokaseva Bhavan, Bhubaneswar – 751001**

## **Chapter 1**

### **DISCLAIMER**

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of PHDMA, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by the PHDMA to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their *Technical Proposals* and *Financial Proposals* pursuant to this RFP (the "Proposal").

This RFP includes statements, which reflect various assumptions and assessments arrived at by PHDMA in relation to the Assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for RFP, its employees to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. PHDMA accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. PHDMA, make no representation or warranty and shall have no liability to any person, including any Bidder(s) under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bid Stage. PHDMA also accepts no liability of any nature whether resulting from negligence or otherwise how so ever caused arising from reliance of any Bidder upon the statements contained in this RFP. PHDMA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that PHDMA is bound to select a Bidder or to appoint the Selected Bidder as Agency for the Assignment and PHDMA reserves the right to reject all or any of the Bidders or Proposals without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PHDMA or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses

will be borne by the bidder. PHDMA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

## Chapter 2

### INSTRUCTIONS FOR BID SUBMISSION

#### a. Instructions to the Bidders

- i. Firms are hereby invited to submit their *Request for Proposal (RFP)* for providing their services to *Poverty & Human Development Monitoring Agency (PHDMA)*. Proposal so submitted shall form the basis for future negotiations and ultimately a contract between the selected Agency and PHDMA. The Contract shall be for one (1) year, i.e. the Agency shall execute the Scope of Work mentioned in this document during one year only.
- ii. To obtain first-hand information on the assignment, the Agency may make contact to PHDMA, Bhubaneswar before submitting its proposal. The expenditure incurred towards cost of preparing the proposal and negotiating the contract, including the site visits, are not reimbursable as a direct cost of the assignment.
- iii. PHDMA is not bound to accept any of the proposals submitted. PHDMA may reject any and / or all the proposals without assigning any reasons thereof.

#### b. Consortium

**Keeping in view the Scope of Work, Consortiums / Joint Ventures are NOT allowed.** Proposals from Bidders applying individually as a legal entity shall be considered for evaluation. Firms applying in consortium / joint venture shall be summarily rejected. Bidders desirous of participating in this Bid should not have been debarred / blacklisted by any *Central or State Government / Public Sector Undertaking*.

#### c. Documents

- i. The RFP document shall be available from the advertisement date till the due date of Bid on the website <https://www.odisha.gov.in> and <http://phdma.odisha.gov.in/>
- ii. Bidders are advised to submit their proposals in the appropriate formats specified in this document.
- iii. At any time before the submission of proposals, PHDMA may, for any reasons, modify the document by amendment. The amendment will be notified in the website <http://phdma.odisha.gov.in> and revised documents / clarification if any, shall also be uploaded on the website.

**d. Communications:**

All communications including the submission of Proposal should be addressed to:

**The Member Secretary,  
Poverty & Human Development  
Monitoring Agency (PHDMA),  
2<sup>nd</sup> Floor, North Annex Building,  
Lokaseva Bhavan, Bhubaneswar – 751001  
e-mail: [phdmaodisha@gmail.com](mailto:phdmaodisha@gmail.com)  
Phone: 0674-2391176**

**e. Schedule of Selection Process:**

PHDMA shall endeavour to adhere to the following schedule:

Sl.	Description	Date
1.	Issue of Tender Notice	01.02.2024
3.	Last date for submission of Proposal	12.02.2024
4.	Opening of Technical Proposal	15.02.2024
6.	Opening of Financial Proposals	17.02.2024

**f. Preparation of Proposal:**

- i. Bidders are requested to submit their proposals as per the attached formats only. The proposals, which are not submitted in the required format, are liable to be rejected by PHDMA.
- ii. Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- iii. The Bidders may be disqualified, if information sought in the RFP is not provided.
- iv. Any proposals containing vague and indefinite expressions will not be considered.

**g. Submission of Proposal:**

- i. The Bidders should submit their proposals in two separate packets in the following manner:
  - **Technical Proposal:** (Marked “**Technical Proposal**” at the top of the envelope)
  - **Financial Proposal:** (Marked “**Financial Proposal**” at the top of the envelope)
  - Both the above mentioned envelopes should be placed in an outer sealed cover marked as “**Proposal for Design & Printing of Document**”.
- ii. The Bidders are advised in their own interest to ensure that complete proposal reaches the designated office at the address mentioned above on or before the due date in the document.
- iii. Proposals should be submitted through Speed Post/ Registered Post / Courier Service only.

- iv. Proposals submitted through Telex / Telegraphic / Fax / Email / by hand will not be considered and shall be summarily rejected.
- v. PHDMA shall not be responsible for loss of proposal or delay in transit.
- vi. Proposals for both the stages shall be submitted in prescribed format along with other relevant documents and placed in sealed cover addressed to:

**The Member Secretary,  
Poverty & Human Development  
Monitoring Agency (PHDMA),  
2<sup>nd</sup> Floor, North Annex Building,  
Lokaseva Bhavan, Bhubaneswar – 751001  
e-mail: [phdmaodisha@gmail.com](mailto:phdmaodisha@gmail.com)  
Phone: 0674-2391176**

- h. Proposal Submission Deadlines:** The Bidders shall submit the proposals as per the Time line mentioned in the Notice inviting tender.
- i. Late Proposals:** Proposals received after due date stipulated in this document for submission mentioned in this RFP shall not be considered and shall be summarily rejected.
- j. Proposal Validity Period:** The proposals shall be valid for acceptance by PHDMA for a period of Ninety (90) days from the Bid Due Date.
- k. Proposal Evaluation:**
  - i. The Technical Proposals submitted on time & date stipulated in this RFP shall be opened, in presence of Bidders or their representatives.
  - ii. Prior to evaluation of proposals submitted, PHDMA will determine whether each proposal is responsive to the requirements of the RFP. PHDMA, in its sole discretion, may reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
    - Proposal prepared as per the format specified in the RFP;
    - It is received by the due date stipulated in the RFP including any extension thereof granted by PHDMA;
    - It is accompanied by the Bid Processing Fee as per the provisions of this RFP;
    - It contains all the information (complete in all respects) as requested in the RFP;
    - It does not contain any condition or qualification; and
    - It is not non-responsive in terms thereof.
  - iii. PHDMA reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by PHDMA in respect of such proposals.

- iv. PHDMA will carry out the evaluation of all responsive proposals in the manner stipulated in the RFP document.
- v. Based on the evaluation of credentials submitted by bidders in the *Technical Proposal*, they shall be pre-qualified. Such pre-qualified bidders may be invited for presentation before the Selection Committee. The *Financial Proposals* shall be opened in the presence of the qualified Bidders.
- vi. PHDMA shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.
- vii. Bidders are advised that the selection process shall be entirely at the discretion of the PHDMA. Bidders shall be deemed to have understood and agreed that PHDMA shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- viii. Any information contained in the Proposal shall not, in any way, be construed as binding on PHDMA, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.

**I. Bid Processing Fee:**

A sum of Rs **1000/- (Rupees One Thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of **POVERTY & HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)** payable at **Bhubaneswar** and submitted along with the *Technical Proposal*. The Bid Processing Fee is Non-Refundable.

### **Chapter 3**

#### **QUALIFICATION OF AGENCY FOR BIDDING**

- i. Proven track record of at least for 03 years with respect to documentation and printing process.
- ii. The Agency should have extensive technical documentation skills to accomplish the tasks in time and as required.
- iii. The agency should have excellent language, document with graphics design skillset, and have a team comprising at least two (2) to three (3) members with at least three (3) years of individual experience each in the area of document design and printing services in National / State level Graphic Design/Creative Art agencies.

### **Chapter 4**

#### **SCOPE OF WORK**

The selected Bidder will have to provide requisite competent manpower for the “*Technical Team*” and services as below:



a. Editing, Designing & Printing of following types of documents.

- Books / Reports
- Brochures / Pamphlets / Booklets
- Folders / Leaflets
- Newsletters / Periodicals / Bulletins / Articles
- As and when required, editing, designing and printing of any other documents

## Chapter 5

### ELIGIBILITY

The Agency intending to bid shall fulfil the following eligibility conditions. Failure to comply with eligibility criteria shall render the bidder ineligible. The *Financial Proposals* of ineligible Bidders shall not be considered and shall be returned unopened.

Sl. No.	Criteria	Minimum Requirement
1.	Financial turnover	Average annual Turnover of <b>INR 25.00 Lakhs</b> in the last 2 years, i.e., 2021-22 and 2022-23 ( <i>Audited Balance sheet and Income statements should be submitted for the last two financial years preceding the Bid Submission Date</i> )
2.	Manpower	A dedicated team for document editing, designing and undertake printing and publishing jobs. The bidder should have its own manpower strength.
3.	Technical Team	A dedicated team comprising of Graphic Artist, Professional having documentation skills reporting directly to the Head of the Agency and shall be assisted with experts and the back offices for every task as defined in the “ <i>Scope of Work</i> ” and shall be available at all times.
4.	Minimum Experience	The Bidder should have edited, designed and printed Books / Reports, Brochures/ Booklets, and Newsletters / Periodicals for Central / State Government and International Organizations / any such Organizations.
5.	Others	Bidder should not have been debarred/ blacklisted by any State Government or Central Government or their instrumentalities. There should not be any criminal case pending before any court of law. The Bidder shall have to furnish Self Declaration stating to this effect signed by authorized signatory of the agency with seal.

## Chapter 6

### TECHNICAL EVALUATION

- i. Scrutiny of eligibility criteria mentioned in **Chapter 5** for responsiveness to the RFP will be done by the *Selection Committee* to determine whether the documents have been

properly signed, qualification criteria fulfilled, and all relevant papers submitted and whether in response to RFP is in order.

- ii. *The Selection Committee* can seek additional information from the applicants and presentations also to be made by the Agency before Competent Authority, if needed.
- iii. The response to the RFP not conforming to eligibility criteria mentioned in **Chapter 5** will be rejected.
- iv. The selection of Agency will be based on the evaluation of the *Technical and Financial* bids by the Selection Committee.
- v. **Technical Evaluation:** This will be done based on evaluation of the documents submitted. The Agency is expected to submit the documents as mentioned in **Chapter 7**. Each of the item type has been assigned with specific marks based on which, the final technical score will be calculated.

#### 1. Selection criteria:

Sl. No.	Selection Criteria	Max. Marks
1.	Legal status ( <i>i.e., valid registration of the Organization including year of existence</i> )	20
2.	Local Presence	05
3.	Financial Capacity ( <i>i.e., Annual turnover for last two years; the Bidder must submit annual turnover certificate of last two year duly certified by the Chartered Accountant</i> )	10
4.	Experience ( <i>Books / Reports; Brochures / Pamphlets / Booklets Folders / Leaflets; Newsletters / Periodicals / Bulletins / Articles OR any other such document designed &amp; printed for Central / State Government and International Organizations/ any such Organizations</i> )	35
5.	Skilled Manpower for undertaking Document Design including Graphics, Photo, Illustrative OR any other such design work	35
	<b>TOTAL</b>	<b>100</b>

The qualifying score will be **70 marks** out of **100**. Firms which qualify in the technical evaluation will be ranked based on merit and they will be short-listed for opening of financial bids.

### Chapter 7

#### PREPARATION OF PROPOSALS

##### 1. General Terms and Conditions:

- i. Brief Curriculum Vitae (CV) of the Key Personnel who will be engaged for this assignment shall be submitted. The key personnel whose CVs are provided will continue to be engaged and available for this assignment. Substitution, will, however be permitted with prior written approval of PHDMA if the Key

Personnel is not available for reasons of any incapacity or due to health, subject to equally or better qualified and experienced personnel being provided to the satisfaction of PHDMA.

- ii. The Technical Proposal should provide the following information using the attached Standard Forms:
  - Standard technical proposal submission form (FORM-A).
  - General information format (FORM-B).
  - Summary of activities related to Editing, Designing & Printing of documents executed in support of Firm Experience as (FORM-C).
  - The list of Key Personnel by specialization and the tasks that would be assigned to each Key Personnel including their Curriculum Vitae (CV) as (FORM-D).
  - The CVs provided shall be signed by the proposed Key Personnel or by an authorized official of the Firm. Each page of the CVs provided shall be signed.
  - The Financial proposal should be provided in prescribed format (FORM-E).

**a. Instruction & Approvals:**

- i. The services may be supplied directly to instruction for implementation of those services may only be given by the Contract Officer.
- ii. No variation in the terms or scope of the Contract shall be valid or binding unless or previously expressly agreed in writing by the Client - PHDMA on the recommendation of the Contract Officer and the Agency in the form of a letter entitled "Contract Amendment No.". The Client-PHDMA, the Contract Officer, takes no responsibility for work outside the agreed contract Terms of Reference / Scope of work.

**b. Payment:**

- i. The Contract Officer being satisfied that the Agency is or has been carrying out their duties obligations and responsibilities under the contract, sums duly approved shall be paid by the Client-PHDMA within thirty days of receipt of a valid invoice.
- ii. Payment shall be made in Indian Rupees.

**2. Other Terms and Conditions:**

**c. Conflict of Interest:**

- i. Neither the Agency, nor their personnel, shall engage in any personal business or professional activities, either during the course of or after the termination of this contract, which conflict with or could potentially conflict with the Services.

- ii. The Agency shall notify the Client-PHDMA immediately of any such activities or circumstances which give rise to or could potentially give rise to a conflict with the Services and shall advise the Client-PHDMA how they intend to avoid such a conflict arising.
- iii. In the event of a conflict as described in Sub-clause (i) above arising during the course of this Contract the Client-PHDMA reserves the right to terminate the contract on giving written notice to the Agency.

**d. Breach of Contract:**

As provided hereunder, any activity in violation of the Contract to be executed shall be termed as breach of Contract.

**e. Force Majeure:**

If the performance of the contract by either party is delayed, hindered or prevented or is otherwise frustrated by reason of force majeure, which shall mean war, civil commotion, fire, flood, action by any government or any event beyond the reasonable control of the party affected, then the party so affected shall promptly notify the other party in writing specifying the nature of the force majeure and of the anticipated delay in the performance of the Contract and as from the date of that notification the Client-PHDMA may at its discretion either terminate the Contract forthwith or suspend the performance of the Contract for a period not exceeding six months.

**f. Termination without Default:**

PHDMA shall be at liberty to terminate the Agreement without assigning any reason by giving seven days written notice to the other party.

**g. Integrity, Indemnity & Limitation:**

Agencies shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with the PHDMA. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suppression of material facts, such contract shall be voidable at the sole option of the competent authority of the PHDMA.

For avoidance of doubts, no rights shall accrue to the Agency in relation to such Business/contract and the PHDMA or any entity thereof shall not have or incur any obligation in respect thereof. The Agency shall indemnify in respect of any loss or damage suffered by the PHDMA on account of such fraud, misrepresentation or suspension of material facts. The agency will be solely responsible for the omission and commission of the employees deployed by them.

**h. Disputes Resolution:**

Should the Agency & the **Client-PHDMA** be unable to reach agreement on the meaning or interpretation of any of the terms set out here to or any other matters arising out of the contract, the matter in dispute shall be referred to an arbitrator to be agreed between the parties or failing such agreement to be nominated by the Presidents of the Indian Council of Arbitrators on application of either party and the decision of the arbitrator shall be final and binding on both parties. The place of arbitration shall be **Bhubaneswar**.

**i. Disclosure of the Information, Intellectual Property Rights and Officials Secret Act**

Either party shall not during or after the termination of this Contract disclose to any third party any confidentially information arising from the Contract (other than in the proper performance of their duties here under or as may be required by a court or arbitration panel of competent jurisdiction) except with the prior written permission of the **Client-PHDMA**.

**Chapter 8**  
**STANDARD FORMS**

**I. Form-A (Proposal Submission Form)**

[Location, Date]

**To:**

**The Member Secretary,  
Poverty & Human Development  
Monitoring Agency (PHDMA),  
2<sup>nd</sup> Floor, North Annex Building,  
LokasevaBhavan, Bhubaneswar – 751001**

**Subject: Selection of an Agency for Document Designing, Printing and  
Publishing**

Dear Sir,

We, the undersigned, offer to provide the services to *Poverty & Human Development Monitoring Agency (PHDMA)* for Document Designing & Printing in accordance with your *Request for Proposal* dated [Insert Date]. We are hereby submitting our Proposal, which includes *Technical Proposal*, and a *Financial Bid*.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. If negotiations are held during the period of validity of the Proposal i.e., before [date], we undertake to negotiate on the basis of the proposed Key Personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand, you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## **II. Form-B (General Information Form)**

1. Name of the Agency: .....
2. (Attach an attested photocopy of Certificate of Registration.)
3. Legal Status of the Firm:
4. Registered Address, telephone, Telephone and email ID: .....
5. Contact Person, Designation and Address, Mobile No. including email ID:.....
6. Length of experience in the field of Graphic Design, Printing and Publishing .....
7. State whether the in-house expertise is available for all services. ....
8. Has the applicant in case of partnership firm, ever been debarred / black listed for competing in any organization at any time? If so, give details. ....
9. Financial Strength (as per the audited statements). ....
10. Has the applicant or any employee of the organization, ever been convicted? .....
11. Bids shall remain valid for 90 days after the date of Bid opening prescribed by the PHDMA.
12. Details of presence of the Agency outside the State.....

Signature of the Authorized

Representative

## **III. Form-C (Summary of Firm Experience)**

## **IV. Form-D (Curriculum Vitae of Key Personnel)**



## V. Form-E (Format for Submission of Financial Proposal)

### 1. REPORTS/BOOKS/BROCHURES

- i. **Size:** 24 X 18 cm
- ii. **Paper:***Inner:-* 70/80/90 gsm Maplitho Paper; 90/130/170 gsm Art Paper; *Cover:-* 220/300 gsm Art Board / Hard Board
- iii. **Printing:** Multicolour, Bi-colour & Single colour with scanning & Processing
- iv. **Binging:** Hard board Binging/ Perfect Binding

Sl. No.	Items	Rates		
		Units	500 Copies	Addl. 500 Copies
1.	Single colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
2.	Bi- colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
3.	Multicolour colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
4.	Cover pages multicolour colour designing, scanning, art work, formatting & text setting and printing (inner side blank)	Per 2 Pages		
	Jacket colour designing, scanning, art work, formatting & text setting and printing	Per 2 Pages		
5.	<i>Inner Paper Cost</i>	Per 04 Pages		
	i) 130 gsm Art Paper			
	ii) 170 gsm Art Paper			
	iii) 90 gsm Art Paper			
	iv) 90 gsm Maplitho Paper			
	v) 80 gsm Maplitho Paper			
	vi) 70 gsm Maplitho Paper			
6.	<i>Cover Paper Cost</i>	Per 04 Pages		
	220 gsm			
	300 gsm			
	170 gsm Jacket			

7.	Lamination of Cover Page	Per Unit		
	Lamination of Jacket	Per Unit		
8.	Hard Board Binding	Per Unit		
	Perfect Binding	Per Unit		
	Staple Binding	Per Unit		
9.	Spot Lamination of Cover	Per Sq. Inch		

## 2. REPORTS/BOOKS/BROCHURES

- i. **Size:** 21 X 28 cm
- ii. **Paper:** Inner:- 70/80/90 gsm Maplitho Paper ; 90/130/170 gsm Art Paper; Cover:- 220/300 gsm Art Board / Hard Board
- iii. **Printing:** Multicolour, Bi-colour & Single colour with scanning & Processing

SI. No.	Items	Rates		
		Unit	500 Copies	Addl. 500 Copies
1.	Single colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
2.	Bi-colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
3.	Multicolour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
4.	Cover pages multicolour designing, scanning, art work, formatting & text setting and printing	Per 2 Pages		
	Jacket designing, scanning, art work, formatting & text setting and printing	Per 2 Pages		
5.	<i>Inner Paper Cost</i>	<i>Per 04 pages</i>		
	i) 130 gsm art paper			
	ii) 170 gsm art paper			
	iii) 90 gsm art paper			
	iv) 90 gsm maplitha paper			
	v) 80gsm maplitho paper			
	vi) 70 gsm maplitho paper			
6.	<i>Cover Paper Cost</i>	<i>Per 04 Pages</i>		
	220 gsm			
	300 gsm			
	170 gsm jacket			
7.	Lamination of cover page	Per Unit		
	Lamination of Jacket	Per Unit		
8.	Hard Board Binding	Per Unit		
	Perfect Binding	Per Unit		
	Staple Binding	Per Unit		
9.	Spot Lamination of Cover	Per Sq. Inch		

### 3. REPORTS/BOOKS/ BROCHURES

- i. **Size:** 21.5 X 14 Cm
- ii. **Paper:** *Inner:-* 70/80/90 gsm Maplitho Paper 90/130/170 gsm Art Paper; *Cover:-* 220/300 gsm Art Board / Hard Board
- iii. **Printing:** Multicolour, Bi-colour & Single colour with scanning & processing

Sl. No	Items	Rates		
		Units	500 Copies	Addl. 500 Copies
1.	Single colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
2.	Bi-colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
3.	Multicolour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages		
4.	Cover pages multicolour designing, scanning, art work, formatting & text setting and printing (inner side blank)	Per 2 Pages		
	Jacket Printing designing, scanning, art work, formatting & text setting and printing	Per 2 Pages		
5.	<i>Inner Paper Cost</i>	<i>Per 04 Pages</i>		
	i. 30gsm Art Paper			
	ii. 170 gsm Art Paper			
	iii. 90 gsm Art Paper			
	iv. 90 gsm Maplitho Paper			
	v. 80 gsm Maplitho Paper			
	vi. 70 gsm Maplitho Paper			
6.	<i>Cover Paper Cost</i>	<i>Per 04 Pages</i>		
	220gsm			
	300gsm			
	170gsm jacket			
7.	Lamination of cover page	Per Unit		
	Lamination of jacket	Per Unit		
8.	Hard Board Binding	Per Unit		
	Perfect Binding	Per Unit		
	Staple Binding	Per Unit		
9.	Spot Lamination of Cover	Per Sq. inch		

#### 4. FOLDERS/LEAFLETS

- i. **Size:** 56 X 21.5cm/43 X 27cm (3 Fold)
- ii. **Paper:** 220gsm/ 300gsm /130gsmArt
- iii. **Printing:** Multicolour, Bi-colour & Single colour

Sl. No.	Items	Rates		
		Units	500 Copies	Addl. 500 Copies
1.	Multicolour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages per Unit		
3.	Bi-colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages Per Unit		
5.	Single colour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages Per Unit		
7.	Lamination & creasing	Per 4 Pages		
		Per 6 Pages		
		Per 8 Pages		
8	Cost of paper :130gsm	Per 4 Pages per Sheet		
		Per 6 Pages		-
		Per 8 Pages		
	Cost paper:220gsm	Per 4 Pages per Sheet		
		Per 6 Pages		
		Per 8 Pages per Sheet		
	Cost paper:300gsm	Per 4 Pages per Sheet		
		Per 6 Pages	-	-
		Per 8 Pages per Sheet		
9.	Spot Lamination of Cover	per 4 Sq. inch		

## 5. NEWS LETTER/JOURNALS

- i. **Size:** Demi ¼ (21 X 28 cm size approx)
- ii. **Paper:** 130/170/220 gsm Art Paper
- iii. **Printing:** Multicolour with scanning & Processing
- iv. **Stitching:** Stapler Binding

Sl. No.	Items	Rates		
		Units	500 Copies	Addl. 500 Copies
1.	Multicolour designing, scanning, art work, formatting & text setting and printing	Per 4 Pages Per Unit		
3.	<i>Cost of Paper</i>	<i>Per 04 Pages</i>		
	220 gsm			
	130 gsm			
	170 gsm			
4.	Staple Binding			

NB: Rates are excluding GST.

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