

ITEM WISE BoQ															
Tender Inviting Authority:															
Name of Work:															
Contract No.															
Name of the Bidder/Bidding Firm/Company															
PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)															
PART-B (B) Quotation Form for Screen printing/digital printing jobs (1st September, 2021 to 31st August, 2023) File No. 130-ITPO(Ptg.)/Empan/2021-23															
							Basic Rate								
TEXT#	TEXT#	TEXT#	TEXT#	TEXT#	TEXT#	TEXT#	NUMBER#	NUMBER#	NUMBER#	NUMBER#	NUMBER#	NUMBER#	NUMBER#	NUMBER#	NUMBER#
Sr. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	(*)Ready to Print File	(**)Without Print File	Additional 1 colour	Reduced 1 colour	Additional Pages	Reduced Pages	Additional Quantity	Reduced Quantity	Other
1.1	Application Form	8" x 11"	95 gsm Super Sunshine	1+1 (Offset ptg.)	3 days	1000					NA	NA			NA
1.2	Application Form	8" x 11"	95 gsm Super Sunshine	1+1 (Offset ptg.)	3 days	5000					NA	NA			NA
1.3	Application Form	8" x 11"	95 gsm Super Sunshine	1+1 (Offset ptg.)	3 days	15000					NA	NA			NA
2.1	Badge	3¼" x 5"	225 gsm Magnostar Art Card	4+0 (Offset/Digital ptg.)	3 days	50					NA	NA			NA
2.2	Badge	3¼" x 5"	225 gsm Magnostar Art Card	4+0 (Offset/Digital ptg.)	3 days	500					NA	NA			NA
2.3	Badge	3¼" x 5"	225 gsm Magnostar Art Card	4+0 (Offset/Digital ptg.)	3 days	2000					NA	NA			NA
2.4	Badge	3¼" x 5"	225 gsm Magnostar Art Card	4+0 (Offset/Digital ptg.)	3 days	5000					NA	NA			NA

2.5	Badge	3¼" x 5"	225 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	3 days	15000					NA	NA			NA
2.6	Badge	3½" x 2¼"	225 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	3 days	50					NA	NA			NA
2.7	Badge	3½" x 2¼"	225 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	3 days	500					NA	NA			NA
2.8	Badge	3½" x 2¼"	225 gsm Magnostar Art Card	2+0 (Offset/ Digital ptg.)	3 days	2000					NA	NA			NA
2.9	Badge	3½" x 2¼"	225 gsm Magnostar Art Card	2+0 (Offset/ Digital ptg.)	3 days	5000					NA	NA			NA
2.10	Badge	3½" x 2¼"	225 gsm Magnostar Art Card	2+0 (Offset/ Digital ptg.)	3 days	15000					NA	NA			NA
3.1	Certificate	11½" x 8½"	350 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	2 days	25					NA	NA			
3.2	Certificate	11½" x 8½"	350 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	2 days	100					NA	NA			
3.3	Certificate	11½" x 8½"	350 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	2 days	300					NA	NA			
3.4	Certificate	11½" x 8½"	350 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	2 days	1000					NA	NA			
4.1.1	Invitation Card	8½" x 4¾"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Offse t	3 days	500					NA	NA			

4.1.2	Invitation Card	8½" x 4¾"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Offset	3 days	2000					NA	NA			
4.1.3	Invitation Card	8½" x 4¾"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Offset	3 days	4000					NA	NA			
4.2.1	Envelope	8¾" x 5"	95 gsm Super Sunshine	N.A.	3 days	500					NA	NA			NA
4.2.2	Envelope	8¾" x 5"	95 gsm Super Sunshine	N.A.	3 days	2000					NA	NA			NA
4.2.3	Envelope	8¾" x 5"	95 gsm Super Sunshine	N.A.	3 days	4000					NA	NA			NA
4.3.1	Invitation Card	7" x 5"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Offset	3 days	500					NA	NA			Gold foiling ptg. per Impression
4.3.2	Invitation Card	7" x 5"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Offset	3 days	2000					NA	NA			Gold foiling ptg. per Impression
4.3.3	Invitation Card	7" x 5"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Offset	3 days	4000					NA	NA			Gold foiling ptg. per Impression
4.4.1	Envelope	7¼" x 5¼"	95 gsm Super Sunshine	N.A.	3 days	500					NA				NA
4.4.2	Envelope	7¼" x 5¼"	95 gsm Super Sunshine	N.A.	3 days	2000					NA				NA
4.4.3	Envelope	7¼" x 5¼"	95 gsm Super Sunshine	N.A.	3 days	4000					NA	NA			NA
4.5.1	Invitation Card	8¾" x 5"	300 gsm Imported Art Card	4+0 One side Digital Ptg.	2 days	100					NA	NA			NA
4.5.2	Invitation Card	8¾" x 5"	300 gsm Imported Art Card	4+0 One side Digital Ptg.	2 days	500					NA	NA			NA
4.5.3	Invitation Card	8¾" x 5"	300 gsm Imported Art Card	4+4 Both sides Digital Ptg.	4+4 Both sides Digital Ptg.	100					NA	NA			NA

4.5.4	Invitation Card	8¾" x 5"	300 gsm Imported Art Card	4+4 Both sides Digital Ptg.	4+4 Both sides Digital Ptg.	500					NA	NA			NA
4.6.1	Envelope	9" x 5¼"	95 gsm Super Sunshine	N.A.	2 days	100					NA	NA			NA
4.6.2	Envelope	9" x 5¼"	95 gsm Super Sunshine	N.A.	2 days	500					NA	NA			NA
5.1	Visitor Registration Form	3½" x 8½"	225 gsm Magnostar Art	1+0	3 days	5000					NA	NA			NA
5.2	Visitor Registration Form	3½" x 8½"	225 gsm Magnostar Art	1+0	3 days	20000					NA	NA			NA
6	Trolley Sticker	8½" x 22½" – (with ½" width gumming at 3 places with 75 gsm good release paper) or tap	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	25					NA	NA			NA
7.1	Letterhead	8¼" x 11½"	105 gsm Executive Bond Plain/ Textured	1+Gold foiling ptg. on logo	3 days	200					NA	NA			NA
7.2	Letterhead	8¼" x 11½"	105 gsm Executive Bond Plain/ Textured	1+Gold foiling ptg. on logo	3 days	1000					NA	NA			NA
7.3	Letterhead	8¼" x 11½"	105 gsm Executive Bond Plain/ Textured	Digital Ptg.	3 days	200					NA	NA			NA
7.4	Letterhead	7½" x 10½"		1+Gold foiling ptg. on logo	3 days	200					NA	NA			NA
8	Special Letterhead	8¼" x 11½"	100 gsm German D.O.	1+Gold foil Embossing	3 days	200					NA	NA			
9	Agenda Paper	8¼" x 13" - with punching	100 gsm Super Sunshine	2+0 (Black + Gold)	3 days	5000					NA	NA			NA
10.1	Agenda Folder	8¼" x 13¼" (open size 21½" x 13¼") Roneo style with tag.	385 gsm Imported Ivory Card.	2 cols. on front side (screen/offset ptg.)	3 days	200					NA	NA			NA
10.2	Agenda Folder	8¼" x 13¼" (open size 21½" x 13¼") Roneo style with tag.	385 gsm Imported Ivory Card.	2 cols. on front side (screen/offset ptg.)	3 days	600					NA	NA			NA

11.1	Envelope	9" x 4"	95 gsm Super Sunshine	N. A.	3 days	1000					NA	NA			NA
11.2	Envelope	9" x 4"	95 gsm Super Sunshine	N. A.	3 days	5000					NA	NA			NA
11.3	Envelope	9" x 4"	95 gsm Super Sunshine	N. A.	3 days	10000					NA	NA			NA
11.4	Envelope	9" x 4½"	95 gsm Super Sunshine	N. A.	3 days	1000					NA	NA			NA
11.5	Envelope	9" x 4½"	95 gsm Super Sunshine	N. A.	3 days	5000					NA	NA			NA
11.6	Envelope	9" x 4½"	95 gsm Super Sunshine	N. A.	3 days	10000					NA	NA			NA
11.7	Envelope	11½" x 8¼"	95 gsm Super Sunshine	N. A.	3 days	1000					NA	NA			NA
11.8	Envelope	11½" x 8¼"	95 gsm Super Sunshine	N. A.	3 days	5000					NA	NA			NA
11.9	Envelope	11½" x 8¼"	95 gsm Super Sunshine	N. A.	3 days	10000					NA	NA			NA
11.10	Envelope	10¼" x 4¼"	95 gsm Super Sunshine	N. A.	3 days	1000					NA	NA			NA
11.11	Envelope	10¼" x 4¼"	95 gsm Super Sunshine	N. A.	3 days	5000					NA	NA			NA
11.12	Envelope	10¼" x 4¼"	95 gsm Super Sunshine	N. A.	3 days	10000					NA	NA			NA
11.13	Envelope	12" x 10" (Laminated)	95 gsm Super Sunshine	N. A.	3 days	1000					NA	NA			NA
11.14	Envelope	12" x 10" (Laminated)	95 gsm Super Sunshine	N. A.	3 days	5000					NA	NA			NA
11.15	Envelope	12" x 10" (Laminated)	95 gsm Super Sunshine	N. A.	3 days	10000					NA	NA			NA
12.1	Challan Book	1/6 size = 18" x 22" 6 (1+2) x 50 With machine numbering	White col. – 70 gsm Ballarpur Yellow col. – 60 gsm Sirpur Red col. – 60 gsm Sirpur	one	3 days	10 Book					NA	NA			NA
12.2	Challan Book	1/6 size = 18" x 22" 6 (1+2) x 50 With machine numbering	White col. – 70 gsm Ballarpur Yellow col. – 60 gsm Sirpur Red col. – 60 gsm Sirpur	one	3 days	50 Book					NA	NA			NA

13.1	Mailout Card	8½" x 3½"	230 gsm Magnostar Art Card	4+0 One side Digital Ptg.	2 days	500					NA	NA			NA
13.2	Mailout Card	8½" x 3½"	230 gsm Magnostar Art Card	4+4 Both sides Digital Ptg.	2 days	500					NA				NA
14	Memorandum & Articles of Association of ITPO (Booklet)	8½" x 10¾" – pages: 24+4 (cover) & Centre stitching at 2 places	170 gsm Magnostar Art Paper for cover and 135 gsm Magnostar Art paper for text.	One Spl. col. on outer cover and one col. (B/W) on text	4 days	500					NA	NA			NA
15	Poster	17½" x 11½"	130 gsm Magnostar Art Paper	4+0 Digital Ptg.	2 days	25					NA	NA			
16.1	Parking Label	5" x 5"	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	1000					NA	NA			
16.2	Parking Label	5" x 5"	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	5000					NA	NA			
16.3	Parking Label	5" x 5"	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	20000					NA	NA			
16.4	Parking Label	4½" Diameter	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	1000					NA	NA			
16.5	Parking Label	4½" Diameter	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	5000					NA	NA			
16.6	Parking Label	4½" Diameter	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	20000					NA	NA			
16.7	Parking Label	Triangle 5½" x 5½" x 5½"	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	1000					NA	NA			
16.8	Parking Label	Triangle 5½" x 5½" x 5½"	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	5000					NA	NA			
16.9	Parking Label	Triangle 5½" x 5½" x 5½"	135 gsm Magnostar Art	4+0 Offset/Screen ptg.	3 days	20000					NA	NA			

16.10	Parking Label	Triangle 4½" x 4½" x 4½"	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	1000					NA	NA			
16.11	Parking Label	Triangle 4½" x 4½" x 4½"	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	5000					NA	NA			
16.12	Parking Label	Triangle 4½" x 4½" x 4½"	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	20000					NA	NA			
16.13	Parking Label	7" x 3½" with one perforation	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	1000					NA	NA			NA
16.14	Parking Label	7" x 3½" with one perforation	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	5000					NA	NA			NA
16.15	Parking Label	7" x 3½" with one perforation	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	20000					NA	NA			NA
17.1	Visiting Card	3½" x 2¼"	300 gsm Imported Art Card	4+0 One side Digital Ptg.	2 days	100					NA	NA			NA
17.2	Visiting Card	3½" x 2¼"	300 gsm Imported Art Card	4+4 Both side Digital Ptg.		100					NA	NA			NA
17.3	Visiting Card	3½" x 2¼"	300 gsm Imported Art Card	Digital ptg. one side (Multi colour)	2 days	100					NA	NA			
17.4	Visiting Card	3½" x 2¼"	210 gsm Japan/ German Kent Ivory/ Pergmanata/ Natural/ Toile Natural/Stain Ivory	1+Gold foiling ptg. on logo	2 days	200					NA	NA			

(GST/Taxes payable extra)

(*) Ready to print file supplied by ITPO. (**) Composing, makeup, planning, proofing etc. to be provided by vendor.

18. The rate for high resolution drum scanning of every photograph with output on film, Rs._____ for minimum size of 50 sq. inch and Rs._____ per sq. inch for above minimum size.

19. The rate for high class thermal/gloss/matt lamination Rs._____/_____/_____per sq. inch.

20. Machine numbering charges Rs._____ per 1000 nos.

INSTRUCTIONS:

- a) ITPO will provide the text + design either on CD/Pendrive or through Email. The final approval from ITPO may be obtained before printing the same and the time schedule will be strictly observed from the day of final okay. In case of delay or unacceptable quality of paper, printing etc., it will be the discretion of ITPO to accept the copies with penalty as may be considered appropriate or reject the supplies without assigning any reason whatsoever or cancel the order without any liability. The discretion of the ITPO in this regard shall be final and binding.
- b) The basic rates are as per the specifications incl. quantity. The other rates are provisional which can be either used/not used depending on the changes in the basic specifications.
- c) Photographs are to be scanned through drum scanner with high resolution and no loss in quality will be accepted. Only PS plates or CTP systems are to be used, printing with accurate margins and binding/cutting should be rectangular. Colour proofs are to be shown for approval wherever it is required and the colour should match with the approved artwork.
- d) The printed copies are to be delivered in ITPO's Stores in proper bundles. The original challans are to be retained with the ITPO (Stores) and the printer and these along with 3 sample copies of printed material are to be enclosed with the original bill in triplicate having work order and pay order copy for processing the payment. ITPO will not be held responsible for any deviation in this procedure and payment will not be considered in case of deviation in this procedure.
- e) No separate charges for Composing, computer planning, processing, colour correction, system work etc. will be paid by ITPO.
- f) ITPO reserves the right to award the job to any supplier irrespective of the lowest quotationer. ITPO is free to cancel one or all quotations without assigning any reason. No deviations/representations/explanations will be entertained after submission of quotation. You should ensure that your quotation does not contain any overwriting or correction and ready to print even lesser quantity.
- g) The rates will be valid for two years with an option to increase by one year with the approval of the competent authority.
- h) Please fill up all the columns given in the 'rates columns' and don't leave any column blank. Also don't write words like prorated etc.

Date

Place

(Name & Signature of Printer's Authorised person With rubber stamp)