

PART-B
(A) Quotation Form for Offset Multicolour Jobs
(1st September, 2021 to 31st August, 2023)

File No. 130-ITPO (Ptg.)/Empan./2021-23

Financial Bid

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. pages	Addl. 1 col.	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
1.	Annual Report	8½" x 11½" Page – 160 including 4 pgs. of cover (Perfect binding with section sewing)	300 gsm Magnostar Art Card for cover & 135 gsm Magnostar Art paper for text	4+0 for cover & 4+4 for text	4 days	150 (Hindi)	₹_____	₹_____	₹_____/₹_____ 4 pgs text in 4 cols.	₹_____ on cover/text	₹_____/₹_____ for 50 qty.	N. A.
						400	₹_____	₹_____	₹_____/₹_____ 4 pgs text in 4 cols.	₹_____ on cover/text	₹_____/₹_____ for 100 qty.	N. A.
2.	Calendar of Event Booklet	4" x 10" Page – 48+4 cover (Perfect/centre stitch binding)	250 gsm Magnostar Art Card for cover & 135 gsm Magnostar Art paper for text	4+0 for cover & 4+4 for text	4 days	500 (Hindi)	₹_____	₹_____	₹_____/₹_____ 8 pgs text in 4 cols.	₹_____ on cover/8 pgs. text	₹_____/₹_____ for 200 qty.	₹_____ for UV spot coating per side per copy
						3000	₹_____	₹_____	₹_____/₹_____ 8 pgs text in 4 cols.	₹_____ on cover/8 pgs. text	₹_____/₹_____ for 500 qty.	₹_____ for UV spot coating per side per copy
						10000	₹_____	₹_____	₹_____/₹_____ 8 pgs text in 4 cols.	₹_____ on cover/8 pgs. text	₹_____/₹_____ for 2000 qty.	N. A.
3.	Cultural Programme Folder	3½" x 8½" with 3 fold 8 pages (Open size 8½" x 14")	170 gsm Magnostar Art Card	4+4	3 days	500	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 100 qty.	N. A.
						2000 (Hindi)	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 500 qty.	N. A.
						8000	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 1000 qty.	N. A.

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							(*)Ready to Print File	(**)Without Print File				
4.	Covering Letter	8¼" x 11½"	100 gsm Executive Bond	4+0	3 days	500	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 200 qty.	N. A.
						2000	₹_____	₹_____		₹_____	₹_____/₹_____ for 500 qty.	N. A.
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	N. A.
5.	Exhibitor Manual	8½" x 10½" Page– 44 including cover (spiral binding with transparent film in front & thick opaque plastic sheet on back)	225 gsm Magnostar Art Card for cover & 100 gsm Magnostar Art paper for text	4+0 for cover & single for text	3 days	300	₹_____	₹_____	₹_____/₹_____ 4 page B/W ₹_____/₹_____ 4 page 4 cols.	₹_____ on cover/4 pgs. text	₹_____/₹_____ for 100 qty.	N. A.
6.	Fair Guide	5¼" x 8¼" Page – 432+4 cover (Perfect binding with section sewing)	300 gsm Magnostar Art Card for cover and 100 gsm Magnostar Art Paper for text	4+0 for cover & single col. (B/W) for text	5 days	400 (Hindi)	₹_____	₹_____	₹_____/₹_____ 8 page B/W ₹_____/₹_____ 8 page 4 cols.	₹_____ on cover/8 pgs. text	₹_____/₹_____ for 100 qty.	N. A.
						3000	₹_____	₹_____	₹_____/₹_____ 8 page B/W ₹_____/₹_____ 8 page 4 cols.	₹_____ on cover/8 pgs. text	₹_____/₹_____ for 500 qty.	₹_____ for 4(four) P S plate with processing
		Page – 240+4 cover	300 gsm Magnostar Art Card for cover and 100 gsm Magnostar Art Paper for text	4+0 for cover & single col. B/W for text	4 days	500	₹_____	₹_____	₹_____/₹_____ 8 page B/W ₹_____/₹_____ 8 page 4 cols.	₹_____ on cover/8 pgs. text	₹_____/₹_____ for 100 qty.	N. A.
						2000	₹_____	₹_____	₹_____/₹_____ 8 page B/W	₹_____ on cover/8 pgs. text	₹_____/₹_____ for 500 qty.	N. A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. pages	Addl. 1 col.	Addl./Red. qty.	Other			
							(*)Ready to Print File	(**)Without Print File							
									₹ _____ 8 page 4 cols.						
		Page – 96+4 cover	300 gsm Magnostar Art Card for cover and 100 gsm Magnostar Art Paper for text	4+0 for cover & single col. B/W for text	4 days	500	₹ _____	₹ _____	₹ _____/ ₹ _____ 8 page B/W ₹ _____ 8 page 4 cols.	₹ _____	₹ _____/ ₹ _____ for 100 qty.	N. A.			
						2000	₹ _____	₹ _____	₹ _____/ ₹ _____ 8 page B/W ₹ _____ 8 page 4 cols.	₹ _____ on cover/8 pgs. text	₹ _____/ ₹ _____ for 500 qty.	N. A.			
					Page – 32+4 cover	225 gsm Magnostar Art Card for cover and 100 gsm Magnostar Art Paper for text	4+0 for cover & single col. B/W for text	4 days	500	₹ _____	₹ _____	₹ _____/ ₹ _____ 8 page B/W ₹ _____ 8 page 4 cols.	₹ _____	₹ _____/ ₹ _____ for 100 qty.	N. A.
									1000	₹ _____	₹ _____	₹ _____/ ₹ _____ 8 page B/W ₹ _____ 8 page 4 cols.	₹ _____	₹ _____/ ₹ _____ for 200 qty.	N. A.
			3000	₹ _____	₹ _____			₹ _____/ ₹ _____ 8 page B/W ₹ _____ 8 page 4 cols.	₹ _____	₹ _____/ ₹ _____ for 500 qty.	N. A.				
			10000	₹ _____	₹ _____			₹ _____/ ₹ _____ 8 page B/W ₹ _____ 8 page 4 cols.	₹ _____	₹ _____/ ₹ _____ for 1000 qty.	N. A.				

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. pages	Addl. 1 col.	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
7.	Handbill	8½" x 11¼"	130 gsm Magnostar Art paper	4+0	3 days	1000	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	N. A.
						15000	₹_____	₹_____		₹_____	₹_____/₹_____ for 5000 qty.	N. A.
8.	Invitation Card	8¾" x 5"	350 gsm Magnostar Art Card	4+4	3 days	500	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 100 qty.	₹_____ for UV spot coating per side per copy
						2000	₹_____	₹_____		₹_____	₹_____/₹_____ for 500 qty.	₹_____ for UV spot coating per side per copy
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	
		8¾" x 4¾"	350 gsm Magnostar Art Card	4+0	3 days	500	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 100 qty.	N. A.
						2000	₹_____	₹_____		₹_____	₹_____/₹_____ for 500 qty.	N. A.
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	
	Envelope	9" x 5¼"	95 gsm Super Sunshine/Lucky parchment	N. A.	3 days	500	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 100 qty.	N. A.
						2000	₹_____	₹_____		₹_____		N. A.
						2000	₹_____	₹_____		₹_____		N. A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. pages	Addl. 1 col.	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
											₹_____/₹_____ for 500 qty.	
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	N. A.
9.	List of Participants Folder	4" x 8½" – 6 pages with 2 fold (Open size 12"x 8½")	170 gsm Magnostar Art Card	4+4	3 days	300	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 100 qty.	N. A.
						1500	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 500 qty.	N. A.
						5000	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 1000 qty.	N. A.
10.	Layout Plan	8¼" x 11¾"	100 gsm Super Sunshine	4+0	3 days	1000	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	N. A.
		17" x 22" (Folded size 5½" x 8½")	100 gsm Super Sunshine	4+0	3 days	5000	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 1000 qty.	N. A.
						20000	₹_____	₹_____		₹_____	₹_____/₹_____ for 5000 qty.	N. A.
11.	Mobilisation Folder	8" x 11" – 6 pages with 2 fold (Open size 24" x 11")	250 gsm Magnostar Art Card	4 cols. front + 4 cols. back	4 days	500	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 100 qty.	₹_____ for UV spot coating per side per copy
						1500	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 250 qty.	N. A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. pages	Addl. 1 col.	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
	Envelope	8¼" x 11¼"	95 gsm Super Sunshine	1 colour (Screen/offset ptg.)	4 days	5000	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 1000 qty.	N. A.
						500	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 100 qty.	N. A.
						1500	₹_____	₹_____		₹_____	₹_____/₹_____ for 250 qty.	N. A.
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	N. A.
12.	Mailout Card	8½" x 3½"	225 gsm Magnostar Art Card	4+0	3 days	1000	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	N. A.
						30000	₹_____	₹_____		₹_____	₹_____/₹_____ for 5000 qty.	N. A.
13.	Promotion Folder	5½" x 8½" – 4 pages with 1 fold (Open size 11" x 8½")	250 gsm Magnostar Art Card	4+4	3 days	500	₹_____	₹_____	₹_____/₹_____ for 1 fold 2 page	₹_____	₹_____/₹_____ for 100 qty.	₹_____ for UV spot coating per side per copy
						4000	₹_____	₹_____	₹_____/₹_____ for 1 fold 2 page	₹_____	₹_____/₹_____ for 1000 qty.	
	Envelope	5¾" x 8½"	95 gsm Super Sunshine	N. A.	3 days	500	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 100 qty.	N. A.
						4000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	N. A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. pages	Addl. 1 col.	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
14.	Publicity Booklet	3½" x 8½" – 16 page including cover	225 gsm Magnostar Art Card for cover and 135 gsm Magnostar Art Paper for text	4+0 for cover and single col. (B/W) for text	3 days	500	₹_____	₹_____	₹_____/₹_____/₹_____ 8 page B/W 8 page 4 cols.	₹_____ on cover text	₹_____/₹_____ for 200 qty.	N. A.
						2000	₹_____	₹_____	₹_____/₹_____/₹_____ 8 page B/W 8 page 4 cols.	₹_____ on cover text	₹_____/₹_____ for 500 qty.	N. A.
15.	Poster	17" x 22"	130 gsm Magnostar Art Paper	4+0	3 days	200	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 50 qty.	₹_____ ½" width paper or Tap gumming at 3 place
						1000	₹_____	₹_____			₹_____/₹_____ for 200 qty.	₹_____ ½" width paper or Tap gumming at 3 place
		17" x 12"	130 gsm Magnostar Art Paper	4+0	3 days	200	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 100 qty.	₹_____ ½" width paper or Tap gumming at 3 place
						1000	₹_____	₹_____			₹_____/₹_____ for 200 qty.	₹_____ ½" width paper or Tap gumming at 3 place
16.	Press Kit Folder	10" x 12½" + 1" spine with 2 creases open size 21" x 12½", pockets size 8" x 4" with ½" zig zag spine self pocket both sides.	385 gsm Magnostar Art Card	4+0	3 days	500	₹_____	₹_____	N. A.	₹_____	₹_____/₹_____ for 200 qty.	4 cols. paper stickers 2" diameter ₹_____ per piece
17.	Paper Bag				5 days		₹_____	₹_____		₹_____	₹_____/	N.A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. pages	Addl. 1 col.	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
		11" x13½" with 3¾" Spine (side fold) – 3¾"(with ½ pasting), Top fold – 1½", Bottom fold 2¾" with(3¾" width supporting patti), Eyeletted Dori – 13" both side with Matt/Gloss Lamination on outer side.	250 gsm Sinar Mass Art Card	4+0		500			N. A.		₹_____ for 200 qty	
						2000	₹_____	₹_____		₹_____	₹_____/₹_____ for 500 qty.	N.A.
						5000	₹_____	₹_____		₹_____	₹_____/₹_____ for 1000 qty.	
18.	Udyog Vyapar Patrika (Hindi) Monthly	8½" x 10½" Page – 44+4 cover Centre stitch at 2 places	170 gsm Magnostar Art Card for cover and 80 gsm Super Sunshine Paper for text	4+0 for cover and single col. (B/W) for text	3 days	700	₹_____	₹_____	₹_____/₹_____ 4 page B/W 4 page 4 cols.	₹_____ on cover/text	₹_____/₹_____ for 500 qty.	N. A.
19.	Zig Zag Folder	4" x 8½" - with 4 stream fold (open size 19" x 8½")	170 gsm Magnostar Art Paper	4+4	3 days	500 (Hindi)	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 100 qty.	N.A.
						4000	₹_____	₹_____	₹_____/₹_____ 1 fold 2 page	₹_____	₹_____/₹_____ for 1000 qty.	N.A.

(GST/Taxes payable extra)

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

20. The rate for high resolution drum scanning of every photograph with output on film, ₹_____ for minimum size of 50 sq. inch and ₹_____ per sq. inch for above minimum size.
21. The rate for high class thermal/gloss/matt lamination ₹_____/_____/_____per sq. inch.
22. Machine numbering charges ₹_____ 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 prorate etc.**

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

Date :
Place: