

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

Financial Bid

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. Pages	Addl./Red. qty.	Other
							(*)Ready Print File	to (**)Without Print File				
1.	Application Form	8" x 11"	95 gsm Super Sunshine	1+1 (Offset ptg.)	3 days	1000	₹_____	₹_____	₹_____/₹_____	N. A.	₹_____/₹_____ for 500 qty.	N. A.
						5000	₹_____	₹_____	₹_____/₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						15000	₹_____	₹_____	₹_____/₹_____	N. A.	₹_____/₹_____ for 5000 qty.	N. A.
2.	Badge	3¼" x 5"	225 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	3 days	50	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 25 qty.	N. A.
						500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N. A.
						2000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 500 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						15000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	N. A.
		3½" x 2¼"	225 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	3 days	50	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 25 qty.	N. A.
						500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N. A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
			225 gsm Magnostar Art Card	2+0 (Offset/ Digital ptg.)	3 days	2000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 500 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						15000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	N. A.
3.	Certificate	11½" x 8½"	350 gsm Magnostar Art Card	4+0 (Offset/ Digital ptg.)	2 days	25	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 10 qty.	₹_____ Embossed foil ptg. per piece
						100	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 20 qty.	₹_____ Embossed foil ptg. per piece
						300	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 50 qty.	₹_____ Embossed foil ptg. per piece
						1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	₹_____ Embossed foil ptg. per piece
4.	Invitation Card	8½" x 4¾"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Off set	3 days	500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	₹_____ Gold foiling ptg. per Impression
						2000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 500 qty.	₹_____ Gold foiling ptg. per Impression
						4000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	₹_____ Gold foiling ptg. per Impression

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
	Envelope	8¾" x 5"	95 gsm Super Sunshine	N.A.	3 days	500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N.A.
					3 days	2000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 500 qty.	N.A.
						4000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N.A.
	Invitation Card	7" x 5"	400 gsm Imported Ivory Card	1+Gold foiling (both side) Screen/Off set	3 days	500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	₹_____ Gold foiling ptg. per Impression
						2000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 500 qty.	₹_____ Gold foiling ptg. per Impression
						4000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	₹_____ Gold foiling ptg. per Impression
	Envelope	7¼" x 5¼"	95 gsm Super Sunshine	N.A.	3 days	500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N.A.
						2000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 500 qty.	N.A.
						4000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N.A.
	Invitation Card	8¾" x 5"	300 gsm Imported Art Card	4+0 One side Digital Ptg.	2 days	100	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 50 qty.	N. A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
						500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N. A.
				4+4 Both sides Digital Ptg.		100	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 50 qty.	N. A.
						500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N. A.
	Envelope	9" x 5¼"	95 gsm Super Sunshine	N.A.	2 days	100	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 50 qty.	N. A.
						500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N. A.
5.	Visitor Registration Form	3½" x 8½"	225 gsm Magnostar Art	1+0	3 days	5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						20000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	N. A.
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	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 10 qty.	N. A.
7.	Letterhead	8¼" x 11½"	105 gsm Executive Bond Plain/ Textured	1+Gold foiling ptg. on logo	3 days	200	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	₹_____ Gold foiling ptg. per Impression

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready Print File	to (**)Without Print File				
						1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	₹_____Gold foiling ptg. per Impression
				Digital Ptg.		200	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 20 qty.	N. A.
		7½" x 10½"		1+Gold foiling ptg. on logo		200	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	₹_____Gold foiling ptg. per Impression
8.	Special Letterhead	8¼" x 11½"	100 gsm German D.O.	1+Gold foil Embossing	3 days	200	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	Rs._____foil per impression
9.	Agenda Paper	8¼" x 13" - with punching	100 gsm Super Sunshine	2+0 (Black + Gold)	3 days	5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
10.	Agenda Folder	8¾" x 13¾" (open size 21½" x 13¾") Roneo style with tag.	385 gsm Imported Ivory Card.	2 cols. on front side (screen/offset ptg.)	3 days	200	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 50 qty.	N. A.
						600	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	N. A.
11.	Envelope	9" x 4"	95 gsm Super Sunshine	N. A.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						10000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 2000 qty.	N. A.
S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready	to (**)Without				

					Ok)		Print File	Print File				
		9" x 4½"	95 gsm Super Sunshine	N. A.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						10000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 2000 qty.	N. A.
		11½" x 8¼"	95 gsm Super Sunshine	N. A.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						10000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 2000 qty.	N. A.
		10¼" x 4¼"	95 gsm Super Sunshine	N. A.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						10000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 2000 qty.	N. A.
		12" x 10" (Laminated)	95 gsm Super Sunshine	N. A.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
						10000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 2000 qty.	N. A.
12.	Challan Book	1/6 size = $18'' \times 22''$ 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	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5 book	N. A.
						50 Book	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 10 book	N. A.
13.	Mailout Card	$8\frac{1}{2}'' \times 3\frac{1}{2}''$	230 gsm Magnostar Art Card	4+0 One side Digital Ptg.	2 days	500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	N. A.
				4+4 Both sides Digital Ptg.		500	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 200 qty.	N. A.
14.	Memorandum & Articles of Association of ITPO (Booklet)	$8\frac{1}{2}'' \times 10\frac{3}{4}''$ – 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	₹_____	₹_____	₹_____/₹_____ 4 pgs. (B/W)	N. A.	₹_____/₹_____ for 100 qty.	N. A.
15.	Poster	$17\frac{1}{2}'' \times 11\frac{1}{2}''$	130 gsm Magnostar Art Paper	4+0 Digital Ptg.	2 days	25	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for per piece	₹_____ $\frac{1}{4}''$ width paper or Tap gumming at 3 place
16.	Parking Label	5" x 5"	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 300 qty.	₹_____ Gumming charges per piece
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	₹_____ Gumming charges per piece
						20000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	₹_____ Gumming charges per piece

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
		4½" Diameter	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 300 qty.	₹_____ Gumming charges per piece
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	₹_____ Gumming charges per piece
						20000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	₹_____ Gumming charges per piece
		Triangle 5½" x 5½" x 5½"	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 300 qty.	₹_____ Gumming charges per piece
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	₹_____ Gumming charges per piece
						20000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	₹_____ Gumming charges per piece
		Triangle 4½" x 4½" x 4½"	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 300 qty.	₹_____ Gumming charges per piece
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	₹_____ Gumming charges per piece
						20000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	₹_____ Gumming charges per piece

S. No.	Job	Job Specifications	Paper	Colour	Time Schedule (After final Ok)	Quantity	Basic Rate		Addl./Red. 1 col.	Addl./Red. pages	Addl./Red. qty.	Other
							(*)Ready to Print File	(**)Without Print File				
		7" x 3½" with one perforation	135 gsm Magnostar Art	4+0 Offset/ Screen ptg.	3 days	1000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 300 qty.	N. A.
						5000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 1000 qty.	N. A.
						20000	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 5000 qty.	N. A.
17.	Visiting Card	3½" x 2¼"	300 gsm Imported Art Card	4+0 One side Digital Ptg.	2 days	100	₹_____	₹_____	₹_____	N. A.	₹_____ for 50 qty.	N. A.
				4+4 Both side Digital Ptg.		100	₹_____	₹_____	₹_____	N. A.	₹_____ for 50 qty.	N. A.
				Digital ptg. one side (Multi colour)	2 days	100	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for per Card	
			210 gsm Japan/ German Kent Ivory/ Pergmanata/ Natural/ Toile Natural/Stain Ivory	1+Gold foiling ptg. on logo		200	₹_____	₹_____	₹_____	N. A.	₹_____/₹_____ for 100 qty.	₹_____ Gold foil ptg. per impression

(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, ₹_____ for minimum size of 50 sq. inch and ₹_____ per sq. inch for above minimum size.
19. The rate for high class thermal/gloss/matt lamination ₹_____/_____/_____per sq. inch.
20. Machine numbering charges ₹_____ per 1000 nos.

INSTRUCTIIONS:

- 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.**

Date :
Place:

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