

Serial No:

Rs.15,600/-
[Including ST &SC]

UNIVERSITY OF MADRAS

CHENNAI – 600 005



TENDER - 2017

UNIVERSITY OF MADRAS

CHENNAI – 600 005

DETAILS

1. TENDER CONDITIONS

2. SCHEDULE - I - Technical Bid for Printing Work

3. SCHEDULE - II - Technical Bid for DTP Work

4. ANNEXURE – I & I A - Specifications for DTP & Printing of Study materials in Demi Octavo (1/8) size & rates for DTP / Printing in Demi Octavo size

5. ANNEXURE – II & II A - Specifications for DTP & Printing of Study materials in Demi Quarto (1/4) size & rates for DTP / Printing in Demi Quarto size

UNIVERSITY OF MADRAS

CHENNAI – 600 005

TENDER CONDITIONS

SEALED EXPRESSIONS OF INTEREST [EOI] ARE INVITED from Printers (Single Demy / Double Demy Offset Press) / DTP Operators for Printing of Study Materials, Model Question Papers, Personal Contact Programme Pamphlets, Syllabus copies, Prospectus, other job works etc., for a period of three years for the courses conducted by the Institute of Distance Education/Regular, University of Madras, upto 12.00 **Noon** on 24.08.2017 The EOIs should be sent in sealed covers addressed to THE REGISTRAR, UNIVERSITY OF MADRAS, CHEPAUK, CHENNAI - 600 005." by superscribing "EOI FOR PRINTING OF STUDY MATERIALS, etc., IDE". Expression of Interest without the above specific superscription will be summarily rejected. The Expression of Interest will be opened at **4.00 p.m.** on the same day(24.08.2017) by the REGISTRAR, University of Madras, Chennai - 600 005, or by any officer authorized by the Registrar for this purpose in the presence of the tenderers or their nominees who are present.

1. The Tenderers or their authorized agents may be permitted to be present at the time of opening the EOI on submission of authenticated letter in the letterhead of the tenderers concerned.
2. Each EOI for printing work should be accompanied by a Demand Draft for Rs.1,50,000 /- (Rupees One Lakh fifty thousand only) drawn in favour of 'The Registrar, University of Madras, Chennai - 600 005' towards interest free Earnest Money Deposit (E.M.D.) and the same is refundable to unsuccessful tenderers after the finalization of the Expression of Interest. EOIs without EMD will be summarily rejected. Preference will be given to the printers whose units are situated in and around the City of Chennai.

3. Each EOI for DTP work should be accompanied by a Demand Draft for Rs.15,000 /- (Rupees Fifteen Thousand only) drawn in favour of 'The Registrar, University of Madras, Chennai - 600 005', towards interest free Earnest Money Deposit (E.M.D.) and the same is refundable to unsuccessful tenderers after the finalization of the Expression of Interest. Expression of Interest without EMD will be summarily rejected. Preference will be given to the DTP Operators whose units are situated in and around the City of Chennai.

If any of the printers wants to apply for DTP work they have to apply separately in a separate EOI form along with EMD.

The EMD amount should be enclosed in the Technical Bid only.

4. The Expression of Interest for **Printing Work** should be furnished separately by the tenderers in the **Schedule - I** attached herewith.

5. The Expression of Interest for **DTP Work** should be furnished separately by the tenderers in the **Schedule - II** attached herewith.

6. The Tender document relating to the Technical Bid duly filled in and signed must be put in sealed cover super scribed as "Technical Bid". The Tender document relating to the Commercial Bid must be duly filled in and signed and must be put in a sealed cover separately, super scribed as "Commercial Bid". The sealed Tender cover containing the Technical Bid and Commercial Bid Should be sent to the Registrar, University of Madras, Chennai-600 005. Covers received without such superscription will be rejected summarily.

7. The Expression of Interest should be accompanied by Income Tax clearance certificate, a xerox copy of the certificate of registration under Tamil Nadu VAT Act and a Xerox copy of the certificate issued under Press & Registration Act. The University reserves itself the right to reject any Expression of Interest in whole or in part without assigning any reason therefore. One or more tenderers may be accepted by the University at its discretion.

8. The premises of the Tenderers will be inspected by the Officers / Employees of the University of Madras or teams nominated by the committee constituted by the University to assess the actual printing capacity with reference to the details furnished in the Schedule. After inspection, eligible DTP operators / Printers will be shortlisted. Those who are short listed and who accept the common rates shall enter into an agreement with “The Registrar, University of Madras” agreeing to the stipulated terms and conditions of contract which will be valid for a period of three years and execute the same on Twenty Rupees non - judicial stamp paper at their own cost. The period of contract will be valid from the date of agreement or from the stipulated date.
9. EMD of the Tenderers, who are found to be not in possession of the machineries and equipments certified in the Schedule – I of the Tender form shall be forfeited. However, EMD of Tenderers who are found not eligible by the committee will be refunded after finalization of Expression of Interest.
10.
 - (a) Successful tenderers for Printing work should remit a sum of Rs.75,000/- (Rupees Seventy Five Thousand only) towards interest free Security Deposit which will be retained besides EMD of Rs.1,50,000/- totaling Rs.2,25,000/- till the period of contract is over.
 - (b) In addition to the above Security Deposit of Rs.2,25,000/- [including EMD] a Bank guarantee for a sum of Rs. 1,00, 000 /- (Rupees One Lakh only) should be furnished by the successful tenderers. Bank guarantee should be valid for the entire period and must cover initially for one year and renewed every year till the period of contract.

11. The Successful tenderers for DTP work should remit Rs. 30,000 /- (Rupees Thirty thousand only) towards interest free Security Deposit which will be retained besides EMD of Rs. 15,000 /- totaling Rs. 45, 000/- till the period of contract is over
12. The University reserves the right to repudiate the contract and entrust the work to any other third party / agency in the event of any breach of terms and conditions of agreement committed by the tenderers or failure to perform the contract in part or whole or by any negligence of instructions of the University in the above process. In such event the loss incurred in the University shall be recovered from default tenderers.
13. The Tenderers for the Printing work should have a press with the following minimum facilities;
 - (i) Offset Printing Machine of single / double demy size should have a minimum of two machines.
 - (ii) Capability to set text matter in DTP process English and Tamil and furnish proofs of approximately 64 pages of Demy Octavo / Quarto size at a time.
 - (iii) Facilities to print and supply copies of at least 300 pages of Demy Octavo / Quarto size number of copies varying from 500 to 10000 per item of work, within a period of one week from the date of receiving the manuscript / negatives.
 - (iv) Facilities to set mathematical and scientific works.
 - (v) Sufficient storage facility to store the papers supplied and to undertake binding of printed materials
 - (vi) Cutting machines
 - (vii) Folding machines
 - (viii) Wire Stitching / Perfect binding machines

NOTE: In addition to the above facilities to set text, provision for printing the following languages such as Telugu, Kannada, Malayalam, Hindi, Urdu, Arabic should also be available in the Printing Press of the Tenderers.

14. The number of copies that may be required in each lesson, study material, etc., in Demy Octavo / Quarto size will vary from 1,000 to 10,000
15. The printing work will be awarded to the eligible printers at the rates offered by the University. The quantum of work that will be awarded to the eligible printers will be based on the assessment of printing capacity of the printers by the University. In this respect the decision of the Registrar/ Director, Institute of Distance Education, University of Madras will be final.
16. DTP Operators / Printers should treat the type setting, printing of books entrusted by the University as strictly confidential and shall not print or print translations, annotations, commentaries or guides in connection with the book or any part of the books printed by them. For any breach of this condition they shall be liable to pay damages to be fixed by the Vice-chancellor / Registrar / Director without prejudice to the other legal rights of the University.
17. The printers shall correctly print the required number of copies neatly, accurately and clearly according to the agreement. If copies of study materials supplied are found defective due to pages not being printed or readable or printed upside down etc., for such copies recovery shall be effected at the value of books which includes proportionate author's remuneration, DTP charges, administrative charges etc as decided by the Registrar/Director, IDE. In case of defective copies appropriate penalties will be levied by the University and the decision of the Registrar/ Director, IDE shall be final.

18. The University will supply the paper required for printing either in installment or bulk according to its convenience from University of Madras or Central Ware Housing Corporation, Chitlapakkam and the printers will be bound to take delivery and store it at his cost. The study materials, lessons, etc., given for printing by the IDE/Regular should be printed from out of the paper supplied by the University to the printers and the printers should not misuse the paper supplied by the University for any other purpose. The printers will have to render a detailed and separate account of paper consumed for the printing of study materials, lessons, syllabus copies etc., along with the bills. No charge of any kind will be paid to the printers for taking the required quantity of paper to and from the godown and for storing or handling of the paper supplied by the University. The balance quantity of paper on hand after the period of contract is over should be returned by the printers to the University in good condition at the cost of the printer. If the printers do not return the quantity of paper either in full or in part, the University shall have the right to deduct the cost of the paper calculated at market rate or at the rate at which the paper was purchased whichever is higher, plus 25% thereon from any bill / bills of the printers which would be outstanding and also from deposit amount paid by the printers.

19. Wastage of paper in printing ordered by the Institute of Distance Education/Regular, University of Madras, Chennai - 600 005 shall be allowed as follows

Number of Copies	Nature of Work	
	For Printing of Study Materials / Prospectus / Wrappers	For Job works in the form of sheets
Upto 1000 Copies	3 %	2 %
Above 1000 Copies	2 %	1 %

20. The trimmed size of the books and the printing area for Demy Octavo (1/8) size and Demy Quarto (1/4) size should be as per the details furnished in ***Annexure I*** and ***Annexure II respectively.***

21. The title page and reverse side of the title page will be considered as title pages and composing charges for both the pages will be paid at the rate fixed for title page.

22. The use of mathematical symbols etc., may be necessary in some non - mathematical subjects also.

23. The Tenderers will be paid proportionate charges for composing ½ page. The rates for full page will be admitted only if the matter is composed in full pages. The decision of the University in this regard will be final.

24. Conditions for Laser Type-setting / DTP

The DTP Operators are required to supply a minimum of two proofs in Laser output for the matter set from time to time and for carrying out the corrections wherever necessary. Final Artwork will be supplied only after the final proofs are approved by the IDE/Regular. No extra charges will be paid for attending to author's corrections.

The rates shall include the following

- (i) A minimum of two Laser outputs for proofs.
- (ii) Final Laser output for artwork

The DTP Operators should themselves send the proof to and collect them back from the University of Madras.

25. Conditions for film making / scanning

The Printers are informed regarding film making and scanning that the films are properly exposed and developed and should have maximum density, sharp type character / sharp dot formation and less pin holes, and pin holes are properly touched before handing over to IDE/Regular. The opaque media used for retouching should be of good quality and should not come out while rubbing and should not crack after initial usage. Films, which do not conform to the IDE requirement, will be returned to be redone by the film makers at their cost.

26. The striking charges and binding charges will be reckoned as half or full form, depending upon the number of pages.

27. Payment will be made to the Printer / DTP Operator only after the completion of work entrusted. The printing / DTP bills shall be scrutinized by the University for payment only after execution of the entire work. The Printer / DTP Operator should refund the excess amount or double payment made by the University if any by oversight or by mistake that may be found out by the auditors subsequently. The Printing / DTP bills will be subject to govt. audit and scrutiny by the officials of IDE/Regular and discrepancy found will have to be rectified by the printers/ DTP operators at their own risk or recovered from the Printers / DTP Operators Decision of the auditors on printing bill or paper consumption should be accepted by the printers.

28. Adequate insurance coverage should be provided for the materials taken from the University by the printers against any loss by fire, theft accident, natural calamity civil commotion, riot, strike etc., Insurance coverage should be valid for the entire period of contract.

29. As soon as the printed materials are ready, the printers should get direction from the Registrar/Director, Institute of Distance Education, University of Madras, for delivering to the IDE / Regular or any other stipulated place at their own cost.
30. Printing charges will be paid after the acknowledgements for delivery of books and necessary technical certificates are received.
31. The printer / DTP Operators shall not assign or sublet the allotted work in whole or in part or any benefit there under.
32. The Institute reserves the right to place additional orders.
33. The printer shall not on any account print more than the specifically ordered quantity by the University. The marginal number of copies, if any, printed in excess shall be delivered to the University at free of cost.
34. The printers should pack the lesson packages (1/8 size) in brown paper containing 50 copies in each and 4 packet should be packed in gunny bag and for lesson packages (1/4 size) in brown paper containing 25 copies in each and 4 packets should be packed in gunny bags. The code number, the package number and number of copies should be marked on all four sides of the gunny bag. The required packing materials have to be arranged by the printers themselves and it will not be supplied to them by the University.
35. The time for various operations involved in the production of study materials including type-setting, page make-up, computerized scanning, calligraphy, negative / positive making, printing and binding will be allowed as specified in the print / work order.

Failure to adhere to the time schedule mentioned in the print / work order shall be liable to the penalty at one percent per day of the charges payable to the printers / DTP Operators for the delayed supply of quantity. The Registrar/ Director, IDE has however discretion to waive the penalty.

36. Besides the above mentioned penalty the Registrar/Director, IDE reserves the right to terminate the contract without giving notice for such termination, to recover the paper and other materials without prejudice to other legal rights.
37. In the event of any dispute the matter will be referred to an Arbitrator under "Arbitration and Conciliation Act 1996". The Arbitration shall be held in Chennai only and the Court at Chennai only have jurisdiction in relation thereto.
38. If any other details are required, the intending tenderers may contact the Director, Institute of Distance Education, University of Madras, on any working day between 11.00 a.m. and 4.00 p.m.

REGISTRAR

**UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION/REGULAR
TECHNICAL BID
PROFILE OF THE PRINTING PRESS**

1. General Particulars

1.1 Name of the Tenderer	:	
1.2 Name of the Firm / Printer	:	
1.3 Year of Establishment	:	
1.4 Permanent Address	:

2. Management Particulars

2.1 Name of the Owner	:	
2.2 Nature of Ownership	:	Single / Partner / Company
2.3 Name of the Authorised / Contact Person	:	
2.4 Address for communication	:	
2.5 Phone (Office)		
(Residence)		
(Mobile)		

3. Building / Storage Particulars

3.1 Building	:	Own / Rented
3.2 Total Plinth Area (Sq. feet)	:	
3.3 Area of Godown (Sq. feet)	:	

4. Technical Particulars

4.1 Plate making Machineries	:	
4.1.1 Allied Facilities		
4.1.2 For Printing work		
4.1.3 Sheet fed Machine	:	Single Demy / Double Demy
No. of Units		1 / 2 / 3 / 4 1 / 2 / 3 / 4
4.1.4 Web Machines	:	Single Demy / Double Demy
No. of Units		1 / 2 / 3 / 4 1 / 2 / 3 / 4

4.2 For Binding work

- 4.2.1 Cutting Machine and its size :
- 4.2.2 Folding Machine and its size :
- 4.2.3 Wire Stitching machine : Yes / No
- 4.2.4 perfect Binding machine :
- 4.2.5 Allied Facilities Available :

4.3 Lamination Machine

4.4 Please specify the max. days required for Completing the Printing and delivery of a book (1/4 page size) containing 300 pages of 2000 copies

5. Financial Particulars

- 5.1 TNGST No. / TIN No. :
- 5.2 PAN / TAN A/c No. :
- 5.3 Name of the Transacting Bank with Address :
- 5.4 Approximate Turnover for the past three years :
- 5.5 Whether the press is hypothecated to any bank - Furnish details :
- 5.6 No. of years the Press is transacting with this University / any other Universities :

I certify that the particulars furnished above are true to the best of my knowledge and belief and copies of relevant documents are enclosed. I agree to abide by the terms and conditions of the Tender / Agreement and to accept the rates adopted by the Institute of Distance Education, University of Madras.

Date
Office Seal

Signature of the Owner / Contact /
Authorised person

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION/REGULAR
TECHNICAL BID
PROFILE OF THE DTP OPERATORS

1. Name of the Tenderer :
1. (a) Name of the Firm / DTP Centre :
2. Year of Establishment :
3. Permanent Address / Address for communication :
4. Nature of Owner :
5. Years of Experience in DTP Work :
6. Details of facilities available :
- (Computers / printers / Scanners)
7. Capability in doing special nature of work :
- a) *Various Indian Languages* :
- b) *Mathematics / Column / Chart Matters* :
- c) *Art / Design Works* :
- d) *Others, if any* :
8. Experience in doing DTP Work :
- a) Web Lesson Preparation :
- b) Software used :
- c) Others, if any. :

I certify that the particulars furnished above are true to the best of my knowledge and belief and copies of relevant documents are enclosed. I agree to abide by the terms and conditions of the Tender / Agreement and to accept the rates adopted by the Institute of Distance Education, University of Madras

Date
Office Seal

Signature of the Owner / Contact /
Authorised person

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION/REGULAR
SPECIFICATIONS FOR DTP & PRINTING OF STUDY MATERIALS IN DEMI OCTAVO (1/8) SIZE

- | | | |
|---------------------------------------|---|---|
| 1. Font – For English | : | ARIEL |
| 2. Font – For Tamil | : | LT – TM – BARANI (புராணி) |
| 3. FONT SIZE | | |
| a) Text | : | 11 Point – Normal |
| b) Chapter Heading | : | 18 Points (Bold) Capitals |
| | | <i>[Chapter Name]</i> |
| c) Main Heading | : | 15 Points (Bold) <i>Lower Caps</i> |
| d) Sub Heading | : | 13 Points (Bold) <i>Lower Caps</i> |
| e) Sub - Sub Heading | : | 12 Points (Bold) <i>Lower Caps</i> |
| f) Sub - Sub - Sub Heading | : | 11 Points (Bold) <i>Lower Caps</i> |
| 4. Inter-line spacing for Text | : | Auto spacing |
| 5. Alignment | : | Justified |
| | | |
| 6. Outer - Left Margin | : | 0.75 inch (15 mm) |
| 7. Inner - Right Margin | : | 0.55 inch (19 mm) |
| 8. Top Margin | : | 0.75 inch (19.1 mm) |
| 9. Bottom Margin | : | 0.75 inch (19.1 mm) |
| 10. Printed Matter Size | : | Width - 4.20 inches (106.7 mm)
Height - 7.00 inches (177.8 mm) |
| 11. Total Book Size | : | Width - 5.5 inches (139.8 mm)
Height - 8.5 inches (216.0 mm) |

Annexure - IA

**UNIVERSITY OF MADRAS/REGULAR
INSTITUTE OF DISTANCE EDUCATION**

COMMERCIAL BID

RATES FOR DEMI OCTOVA (1/8) SIZE PRINTING

Printing Area (Matter Size)	-	Width	- 4.2 inches (10.5 cm)
	-	Height	- 7.0 inches (17.8 cm)
Book Size	-	Width	- 5.5 inches (14.0 cm)
	-	Height	- 8.5 inches (21.6 cm)

S. No.	Particulars	Rs.
1.	DTP Laser composing (per page) Including keying, page making with 2 Proof + Fair copy (CD to be handed to the IDE)	
	a) Tamil	
	b) English	
	c) Accountancy & Mathematics (EM / TM)	
	d) Other Languages	
2.	If Study material in Floppy / CD provided by IDE, the rate for alignment, (per page) -Including page making with 2 Proof + fair copy (CD to be handed to the IDE)	
	a) Tamil	
	b) English	
	c) Accountancy & Mathematics (EM / TM)	
	d) Other Languages	
3.	Wrapper Designing (per page) (CD should be submitted along with the Printouts at free of cost)	
	a) Single Colour Designing	
	b) Double Colour Designing	
	c) Multicolour Designing	
4.	Plate Making (CTP)/Conventional A) Per 16 pages (Front & Back) -Single Dummy by given Image carrier(CD/Positive/Negative)	
	B) per 32 pages (Front & Back) - Double dummy by given Image carrier (CD/Positive/Negative)	
5.	A) Printing charges	
	1. For first 1000 copies or part thereof	
	2. For every additional 1000 copies or part thereof	
	B) Wrapper plate making (CTP /Conventional Plate) with given CD/Positive/Negative	
	a) Single Colour printing plate making	
	b) Double Colour printing plate making	
	c) Multi Colour printing plate making	

S. No.	Particulars	(Outer Front & Back) in Rs.	Front & Back & Inner two sides in Rs.
	C) For Wrapper Colour Printing (Outer Front & Back)or (Front & Back &Inner two sides)		
	1. Single Colour Printing		
	- Per 1000 copies or part thereof		
	- For every additional 1000 copies or part thereof		
	2. Double Colour Printing		
	- Per 1000 copies or part thereof		
	- For every additional 1000 copies or part thereof		
	3. Multi Colour Printing		
	- Per 1000 copies or part thereof		
	- For every additional 1000 copies or part thereof		
6.	Lamination (per copy)		
7.	Binding Charges		
	a) For finished Books (For 1000 copies of 16 pages form)		
8.	Numbering (For every 1000 Copies)		
	a) Single impression		
	b) Double impression		
	c) Triple impression		
	d) Four impression		
9.	Perforation (For every 1000 sheets)		
	a) Single perforation		
	b) Double perforation		
	c) Triple perforation		

S. No.	Particulars	Percentage
10.	Norms for allowing Wastage	
	a) For Books and Prospectus	
	Upto 1000 Copies	2%
	Above 1000 Copies	1.5%
	b) For Colour Printing of Wrappers	
	Upto 1000 Copies	3%
	Above 1000 Copies	2%
	c) For Job Works in the form of sheets	
	Upto 1000 Copies	2%
	Above 1000 Copies	1.5%

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

**SPECIFICATIONS FOR DTP & PRINTING OF STUDY MATERIALS
IN DEMI QUARTO (1/4) SIZE**

- | | | |
|---------------------------------------|---|--|
| 1. Font – For English | : | ARIAL |
| 2. Font – For Tamil | : | LT – TM – BARANI (புரணி) |
| 3. FONT SIZE | | |
| a)Text | : | 11 Point – Normal |
| b) Chapter Heading | : | 18 Points (Bold) Capitals [<i>Chapter Name</i>] |
| c)Main Heading | : | 15 Points (Bold) <i>Lower Caps</i> |
| d)Sub Heading | : | 13 Points (Bold) <i>Lower Caps</i> |
| e)Sub - Sub Heading | : | 12 Points (Bold) <i>Lower Caps</i> |
| f)Sub - Sub - Sub Heading | : | 11 Points (Bold) <i>Lower Caps</i> |
| 4. Inter-line spacing for Text | : | Auto spacing |
| 5. Alignment | : | Justified |
| | | |
| 6. Outer - Left Margin | : | 0.9 inch (22.5 mm) |
| 7. Inner - Right Margin | : | 0.8 inch (20.3 mm) |
| 8. Top Margin | : | 0.75 inch (19.1 mm) |
| 9. Bottom Margin | : | 0.75 inch (19.1 mm) |
| 10. Printed Matter Size | : | Width - 6.5 inches (162.5 mm)
Height -9.5 inches (241.3 mm) |
| 11. Total Book Size | : | Width - 8.2 inches (208.3 mm)
Height -11.00 inches (279.5 mm) |

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION/REGULAR
COMMERCIAL BID
RATES FOR DEMI QUARTA (1/4) SIZE PRINTING

Printing Area (Matter Size)	-	Width	- 6 inches (15.2 cm)
	-	Height	- 9.5 inches (24.1 cm)
Book Size	-	Width	- 8.2 inches (20.6 cm)
	-	Height	- 11.0 inches (28.0 cm)

S. No.	Particulars	Rs.
1.	DTP Laser composing (per page) Including keying, page making with 2 Proof + Fair copy (CD to be handed to the IDE)	
	a) Tamil	
	b) English	
	c) Accountancy & Mathematics (EM / TM)	
	d) Other Languages	
2.	If Study material in Floppy / CD provided by IDE, the rate for alignment, (per page) -Including page making with 2 Proof + fair copy (CD to be handed to the IDE)	
	a) Tamil	
	b) English	
	c) Accountancy & Mathematics (EM / TM)	
	d) Other Languages	
3.	Wrapper Designing (per page) (CD should be submitted along with the Printouts at free of cost)	
	a) Single Colour Designing	
	b) Double Colour Designing	
	c) Multicolour Designing	
4.	Plate Making (CTP)/Conventional Plate A) Per 8 pages (Front & Back) -Single Dummy by given Image carrier(CD/Positive/Negative)	
	B) per 16 pages (Front & Back) - Double dummy by given Image carrier (CD/Positive/Negative)	
5.	A) Printing charges	
	1. For first 1000 copies or part thereof	
	2. For every additional 1000 copies or part thereof	
	B) Wrapper plate making (Ctp or Conventional plate) with given CD or original	
	a) Single Colour printing plate making	
	b) Double Colour printing plate making	
	c) Multi Colour printing plate making	

S. No.	Particulars	(Outer Front & Back) in Rs.	Front & Back & Inner two sides in Rs
	C) For Wrapper Colour Printing		
	1. Single Colour Printing		
	- Per 1000 copies or part thereof		
	- For every additional 1000 copies or part thereof		
	2. Double Colour Printing		
	- Per 1000 copies or part thereof		
	- For every additional 1000 copies or part thereof		
	3. Multi Colour Printing		
	- Per 1000 copies or part thereof		
	- For every additional 1000 copies or part thereof		
6.	Lamination (per copy)		
7.	Binding Charges		
	a) For Finished Books (For 1000 copies of 16 pages form)		
8.	Numbering (For every 1000 Copies)		
	a) Single impression		
	b) Double impression		
	c) Triple impression		
	d) Four impression		
9.	Perforation (For every 1000 sheets)		
	a) Single perforation		
	b) Double perforation		
	c) Triple perforation		

S. No.	Particulars	Percentage
10.	Norms for allowing Wastage	
	a) For Books and Prospectus	2%
	Upto 1000 Copies	1.5%
	Above 1000 Copies	
	b) For Colour Printing of Wrappers	
	Upto 1000 Copies	3%
	Above 1000 Copies	2%
	c) For Job Works in the form of sheets	
	Upto 1000 Copies	2%
	Above 1000 Copies	1.5%



UNIVERSITY OF MADRAS

COMMERCIAL BID

NEW RATES FOR PRINTING AND OTHER WORKS IN THE UNIVERSITY OF MADRAS [REGULAR/IDE] CONTRACT

PERIOD FROM _____ TO _____

PREPRINTING WORKS

CHARGES FOR DTP (INCLUDING KEYING, PAGEMAKING WITH TWO OUTPUTS),

Hard copy & Soft Copy

Sl. No.	Particulars	Paper Size (in cms)	DTP Rs.	HD/CD Rs.
1	Application Forms, Hall Tickets, Time Table, Circulars, Memos, Rules copy, etc., containing Plain matter/coding, boxes, etc., Bill Forms, Cash Bills with Serial Nos. and perforation, Receipts & Challan Forms, etc., (10 pts.)	10.75 x 17.25		
		17.25 x 21.50		
		21.50 x 34.50		
2	Register Forms, Cash Books, Account Books, Tabulated Results, Mark Sheets etc., with Headings only and ruled vertically and horizontally in two colours & pages numbered serially. (10 pts.)	10.75 x 34.50		
		21.50 x 34.50		
		34.50 x 43.00		
3	Forms containing headings only. Title pages for Mark Books and Tabulated Results (10 pts.)	17.25 x 21.50		
		21.50 x 34.50		
4	University Letter Heads (plain) with the name of the Officer and emblem.	17.25 x 21.50		
		21.50 x 34.50		
5	Statement of Marks with foil & counter foil with perforation between them. Foil containing columns with matter and University crest to be numbered serially.	21.50 x 34.50		
		34.50 x 43.00		
6	Setting of plain matter in 8 pts. & 10 pts. type for cards	9.00 x 14.00		
		14.00 x 17.00		
7	Annual Reports, Budget Estimate, Audit Report, Calendar, Agenda and Minutes of the meeting of the Senate, Academic Council and the Syndicate Appendices and Syllabi, List of publications, Convocation address, etc. (10pts)	14.65 x 22.75		
		22.75 x 29.25		

**SIGNATURE OF THE TENDERER
WITH DATE AND OFFICE SEAL**



UNIVERSITY OF MADRAS

COMMERCIAL BID

NEW RATES FOR PRINTING AND OTHER WORKS IN THE UNIVERSITY OF MADRAS [REGULAR/IDE] CONTRACT

PERIOD FROM _____ TO _____

PREPRINTING WORKS

**CHARGES FOR CONVENTIONAL OR CTP PLATE MAKING
FOR GIVEN CD/POSITIVE/NEGATIVE**

Sl. No.	Particulars	Paper Size (in cms)	Rs.
1	Application Forms, Hall Tickets, Time Table, Circulars, Memos, Rules copy, etc., containing Plain matter/coding, boxes, etc., Bill Forms, Cash Bills with Serial Nos. and perforation, Receipts & Challan Forms, etc., (10 pts.)	10.75 x 17.25	
		17.25 x 21.50	
		21.50 x 34.50	
2	Register Forms, Cash Books, Account Books, Tabulated Results, Mark Sheets etc., with Headings only and ruled vertically and horizontally in two colours & pages numbered serially. (10 pts.)	10.75 x 34.50	
		21.50 x 34.50	
		34.50 x 43.00	
3	Forms containing headings only. Title pages for Mark Books and Tabulated Results (10 pts.)	17.25 x 21.50	
		21.50 x 34.50	
4	University Letter Heads (plain) with the name of the Officer and emblem.	17.25 x 21.50	
		21.50 x 34.50	
5	Statement of Marks with foil & counter foil with perforation between them. Foil containing columns with matter and University crest to be numbered serially.	21.50 x 34.50	
		34.50 x 43.00	
6	Setting of plain matter in 8 pts. & 10 pts. type for cards	9.00 x 14.00	
		14.00 x 17.00	
7	Annual Reports, Budget Estimate, Audit Report, Calendar, Agenda and Minutes of the meeting of the Senate, Academic Council and the Syndicate Appendices and Syllabi, List of publications, Convocation address, etc. (10pts)	14.65 x 22.75	
		22.75 x 29.25	

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COMMERCIAL BID

NEW RATES FOR PRINTING AND OTHER WORKS IN THE UNIVERSITY OF MADRAS [REGULAR/IDE] CONTRACT

PERIOD FROM _____ TO _____

WRAPPER CHARGES FOR A4 SIZE PRINTING

Sl. No.	Particulars	Amount (Rs.)	
1	Wrapper Designing (per page) (CD should be submitted along with the printouts at free of cost)		
	a) Single Colour Designing		
	b) Double Colour Designing		
	c) Multi Colour Designing		
2	Wrapper Plate Making CTP Plate/Conventional Plate (with given CD/Positive/Negative)		
	a) Single Colour plates for printing		
	b) Double Colour plates for printing		
	c) Multi Colour plates for printing		
3	Wrapper Colour Printing	Outer Front & Back in Rs.	Front & Back & Inner two sides in Rs.
	1. Single Colour Printing		
	- Per 1000 copies or part thereof		
	- For Every additional 1000 copies or part thereof		
	2. Double Colour Printing		
	- Per 1000 copies or part thereof		
	- For Every additional 1000 copies or part thereof		
	3. Multi Colour Printing		
	- Per 1000 copies or part thereof		
	- For Every additional 1000 copies or part thereof		
4	Lamination (per copy)		
5	Normal Text Scanning		
	a) Single Colour		
	b) Double Colour		
	c) Multi Colour		

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UNIVERSITY OF MADRAS

COMMERCIAL BID

NEW RATES FOR PRINTING AND OTHER WORKS IN THE UNIVERSITY OF MADRAS [REGULAR/IDE] CONTRACT

PERIOD FROM _____ TO _____

PRINTING WORKS

PRINTING CHARGES FOR OFFSET PRINTING/DIGITAL DUPLICATE RATE

Sl. No	Particulars	Form Size	Offset Printing Digital Duplicate Rate Up to 1000 Copies Rs.	Offset Printing for Every Additional 1,000 Copies or Part Thereof Rs.
1	Single Colour- Black	Single Foolscap (Foolscap size pages)		
		Single Demy Quarto (1/4) (A-4 size pages)		
		Single Demy Octovo (1/8) (A5 size pages)		
2	COLOUR PRINTING			
	Single Colour	Single Foolscap (Foolscap size pages)		
		Single Demy Quarto (1/4) (A-4 size pages)		
		Single Demy Octovo (1/8) (A5 size pages)		
	Double Colour	Single Foolscap (Foolscap size pages)		
		Single Demy Quarto (1/4) (A-4 size pages)		
		Single Demy Octovo (1/8) (A5 size pages)		
	Multi Colour	Single Foolscap (Foolscap size pages)		
		Single Demy Quarto (1/4) (A-4 size pages)		
Single Demy Octovo (1/8) (A5 size pages)				

PUBLICATION OF UNIVERSITY TEXT BOOKS AND OTHER BOOK TYPE WORKS

For printing of University text books and other book type works printed by the University Publication Division and other works undertaken in respect of other section in Demy Quarto (1/4) and Demy Octovo (1/8) sizes, the rates approved for printing of study materials in IDE (Institute of Distance Education) are applicable.

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UNIVERSITY OF MADRAS

COMMERCIAL BID

NEW RATES FOR PRINTING AND OTHER WORKS IN THE UNIVERSITY OF MADRAS [REGULAR/IDE] CONTRACT

PERIOD FROM _____ TO _____

POST PRINTING WORKS

[A] **BINDING CHARGES -CHARGES FOR BINDING WORK PER BOOK/PAD ONLY**

Sl. No.	Particulars	Book/Pad Size (in cms)	Per Book/Pad Rs.
1	Bill Books with duplicate – original perforated and numbered serially at the top – Receipt Forms with foil & counter foil, perforation of foil, both foil and counter foil to be numbered serially. Binding with Card Board and Marble.	10.75 x 34.50	
		10.75 x 17.25	
		17.25 x 21.50	
		21.50 x 34.50	
2	Binding Registers with full – embossed Calico – pages to be numbered – approximately 100 leaves per book.	17.25 x 21.50	
		21.50 x 34.50	
		34.50 x 43.00	
3	Letter – Heads and Memo Pads – Binding with Card Board and Marble – 100 leaves per book.	17.25 x 21.50	
		21.50 x 34.50	
4	Registers, Account books with Half Calico and Marble Binding – up to 300 leaves per book – Leaves to be Numbered serially (excluding ruling).	21.50 x 34.50	
		34.50 x 43.00	
5	Half Moracco Binding with Calico sides – up to 500 leaves	21.50 x 34.50	
		34.50 x 43.00	
6	Stiff Cover with Marble on Calico – up to 500 leaves	17.25 x 21.50	
		21.50 x 34.50	
7	Limp Binding with Calico – up to 500 leaves	17.25 x 21.50	
		21.50 x 34.50	
8	Stitching and pasting with 60 lb Wrapper	17.25 x 21.50	
		21.50 x 34.50	
9	Stitching with Century Board and Calico	21.50 x 34.50	
		34.50 x 43.00	
10	Tear of Pads/Scribbling Pads	13.50 x 21.50	
		17.25 x 21.50	
		21.50 x 34.50	

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[B] EMBOSsing THE UNIVERSITY CREST ON LETTER – HEADS

Sl. No.	Particulars	Charges for first 100 copies Rs.	Charges for every additional 100 copies Rs.
1	Blind Embossing (without block making)		
2	Foil Embossing (with block making)		

[C] NUMBERING

Sl. No.	Particulars	Charges upto 1000 Numbers Rs.	Charges for every 500 Numbers above 1000 Rs.
1	Single		
2	Double		
3	Triple		
4	Quadruple		

[D] STAPLING @ GIVEN REQUIRED SIDE OF SLIPS

Sl. No.	Particulars	Charges for 1000 Numbers Rs.
1	Pasting of 2 Forme, of 8 pages per 100 copies	
2	Pasting of 1½ Forme, of 6 pages per 100 copies	

[E] FOLDING, GATHERING, AND STAPLING OF OTHER THAN BOOK TYPEWORKS CHARGES FOR 100 COPIES

Sl. No.	Particulars	Rs.
1	Forme of 4 pages, per 100 copies	
2	Forme of 8 pages, per 100 copies	
3	Forme of 12 pages, per 100 copies	
4	Forme of 16 pages, per 100 copies	
5	Forme of 20 pages, per 100 copies	
6	Forme of 24 pages, per 100 copies	
7	Forme of 28 pages, per 100 copies	
8	Forme of 32 pages, per 100 copies	
	For every additional 2 pages in any Forme	

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**[F] PRINTING OF RULING WORK (VERTICAL/HORIZONTAL/BOTH) BY OFF-SET PRINTING
AS PER COLOUR REQUIRED – Minimum charges as per printing norms.**

Sl. No.	Particulars	Paper Size (in cms)	Charges for 500 0Numbers Rs.	Charges for every additional 500 Numbers Rs.
1	Single Colour	21.50 x 34.50		
		34.50 x 43.00		
		43.00 x 69.00		
2	Double Colour	21.50 x 34.50		
		34.50 x 43.00		
		43.00 x 69.00		

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UNIVERSITY OF MADRAS

COMMERCIAL BID

NEW RATES FOR PRINTING AND OTHER WORKS IN THE UNIVERSITY OF MADRAS[REGULAR/IDE]

CONTRACT PERIOD FROM _____ TO _____

NORMS OF ALLOWING WASTAGE FOR JOB PRINTING WORKS IN THE FORM OF SHEETS

Sl. No.	Particulars	Percentage (%)
1	Upto 1,000 copies (i.e., 1 to 1,000 copies)	2%
2	More than 1,000 copies (i.e., 1,001 to 10,000 copies)	2%
3	Over 10,000 copies (i.e., From 10,001 copies)	1%

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