

**Application for Registration of Printers
For the year 2009-10**

**University Grants Commission
35 Ferozeshah Road,
New Delhi-110001**

Bank Draft /Pay Order No.....
Amount of Rs.50,000/-(Rs. fifty thousand only)
Drawn on Bank.....
Branch.....

*Note: the B.D./Pay order should be drawn in the name of the Secretary,
University Grants Commission, New Delhi*

F.No. 3-1/2008(Pub)

The University Grants Commission intends to get its various Reports, Periodicals and Brochures etc. printed both in English and Hindi through Offset Process as per the details given below:

(A) Reports, Proceedings of Committees and other Publications

- | | |
|---|------------------------|
| 1. Number of pages for laser type setting in each Report. | About 50 to 300 |
| 2. Size | A 4 Size (23''X36''/8) |
| 3. Number of copies to be printed | 500 to 6000 |

(B) Periodicals and other Publications

- | | |
|---|----------------------------|
| 1. Number of pages for laser type setting in each publication | About 30 to 150 |
| 2. Size | Royal Octavo (20''X26''/8) |
| 3. Number of copies | 300 to 6000 |

(C) Brochures

- | | |
|---|-----------------------------|
| 1. Number of pages for laser type setting in each publication | About 30 to 100 |
| 2. Size | Demi Octavo (23''X36''/16) |
| 3. Number of copies | 300 to 6000 |

(D) Statistical Schedules

(Performas for collection of statistical information from universities & colleges)

- | | |
|---|---------------|
| 1. Number of pages in Tabular form per schedule | 30 to 80 |
| 2. Size | 23''X36''/8 |
| 3. Number of copies | 500 to 10,000 |

Lowest Rates should be submitted separately item-wise for each job strictly in the following format:

SCHEDULE- A

A. Name of Job: Printing of Reports, Proceeding of Committees and other Publications in English/Hindi : (Size-A/4 (23"X36"/8)

I. Printing of text:

- a) (i) Laser type setting: 10 Pt. Running per page
8 Pt. Running per page
8 Pt. Tabular per page
- (ii) Formatting per page
(Hard copy and Floppy /CD supplied by UGC)
- b) Processing per form of 4 pages
- c) Plate making per form of 4 pages
- d) Printing per form of 4 pages per Ist
1000 copies

(Note in case of UGC newsletter final designed and printed 4 colour pages should be delivered in HTML format for web site in CDRW) rate per page.

- e) Printing per form of 4 pages per subsequent
1000 copies

II. Cover printing:

- f) Processing per colour/per page
- g) Plate making per colour per form of 4 pages
- h) i) Printing single colour per 1000 per form of 4 pages
(ii) Printing per additional 1000
(iii) Printing each additional colour per 1000 per form of 4 pages
(iv) Printing per additional 1000
(v) Printing of solid ground, per 1000 per form of 4 pages
(vi) Printing per additional 1000

III. Binding:

- i) Perfect binding with cover drawn per page 100 copies
- j) Cover creasing per 1000
- k) Lamination per copy
- l) Centre stitching at two places per page/per 100 copies
- m) Perforation per page/per 1000

IV. Scanning of black and white photographs:

- i) Black and White Photos per sq.cm.
- ii) Minimum size, per photograph

V. Scanning of coloured illustration and photographs:

- i) Scanning per colour per page/per sq.cm.
- ii) Scanning minimum 4 colours/per photo/per colour
- iii) Colour separation charges/per page/ per colour

VI. Use of P.S. Plates when specifically asked for in 4 colour jobs only per plate, per colour (Form of 4 pages)

SCHEDULED-C

C: Name of Job: Printing of Brochures in English/Hindi : Size –Demi Octovo (23”X36”/16)

I. Printing of text:

- a) (i) Laser type setting : 10 Pt. Running per page
8 Pt. Running per page
8 Pt. Tabular per page
- (ii) Formatting per page
(Hard copy and Floppy /CD supplied by UGC)
- b) Processing per form of 4 pages
- (c) Plate making per form of 4 pages
- (d) Printing per form of 4 pages per Ist
1000 copies
- (e) Printing per form of 4 pages per subsequent
1000 copies

II. Cover printing:

- f) Processing per colour/per page
- g) Plate making per colour per form of 4 pages
- h) i) Printing single colour per 1000 per form of 4 pages
 - (ii) Printing per additional 1000
 - (iii) Printing each additional colour per 1000 per form of 4 pages
 - (iv) Printing per additional 1000
 - (v) Printing of solid ground, per 1000 per form of 4 pages
 - (vi) Printing per additional 1000

III. Binding:

- i) Perfect binding with cover drawn per page 100 copies
- j) Cover creasing per 1000
- k) Lamination per copy
- l) Centre stitching at two places per page/per 100 copies
- m) Perforation per page/per 1000

IV. Scanning of black and white photographs:

- iv) Black and White Photos per sq.cm.
- v) Minimum size, per photograph

V Scanning of coloured illustration and photographs:

- i) Scanning per colour per page/per sq.cm.
- ii) Scanning minimum 4 colours/per photo/per colour
- iii) Colour separation charges/per page/ per colour

VI. Use of P.S. Plates when specifically asked for in 4 colour jobs only per plate, per colour (Form of 4 pages)

Schedule D

D) Name of Job: Printing of Statistical Schedules in English/Hindi: Size (23"X36"/8)

I. Printing of text:

- a) (i) Laser type setting : 10 Pt. Running per page
8 Pt. Running per page
8 Pt. Tabular per page
- (ii) Formatting per page
(Hard copy and Floppy /CD supplied by UGC)
- b) Processing per form of 4 pages
- (c) Plate making per form of 4 pages
- (d) Printing per form of 4 pages per Ist
1000 copies
- (e) Printing per form of 4 pages per subsequent
1000 copies

II. Cover printing:

- f) Processing per colour/per page
- g) Plate making per colour per form of 4 pages
- h) Printing single colour per 1000 per form of 4 pages
 - (ii) Printing per additional 1000
 - (iii) Printing each additional colour per 1000 per form of 4 pages
 - (iv) Printing per additional 1000
 - (v) Printing of solid ground, per 1000 per form of 4 pages
 - (vi) Printing per additional 1000

III. Binding:

- i) Perfect binding with cover drawn per page 100 copies
- j) Cover creasing per 1000
- k) Lamination per copy
- l) Centre stitching at two places per page/per 100 copies
- m) Perforation per page/per 1000

IV. Scanning of black and white photographs:

- vi) Black and White Photos per sq.cm.
- vii) Minimum size, per photograph

V Scanning of coloured illustration and photographs:

- iv) Scanning per colour per page/per sq.cm.
- v) Scanning minimum 4 colours/per photo/per colour
- vi) Colour separation charges/per page/ per colour

VI. Use of P.S. Plates when specifically asked for in 4 colour jobs only per plate, per colour (Form of 4 pages)

KINDLY NOTE: QUOTATIONS NOT SUBMITTED IN THE ABOVE FORMAT OR INCOMPLETE QUOTATIONS WITHOUT EARNEST MONEY WILL NOT BE ENTERTAINED.

The printers are required to supply the following information and enclose with the quotation the photocopies of the documents for verification and record alongwith earnest money amounting to Rs. 50,000/-:

1. Firm's Income tax account number (PAN):
2. VAT/Sales Tax number and date :
3. Press Registration Certificate
number and date :

(i) The jobs are to be completed within ten to fifteen days from the date of receipt of the Manuscripts. (ii) The Rates shall be valid initially for a period of one year extendable for a further period of one year at the discretion of the Secretary, UGC. (iii) The works are of confidential nature. Presses with proper security arrangements only need apply. (iv) The printing paper for the above jobs is supplied by the UGC and has to be collected by the printers from 35 Ferozeshah Road office at their own expense. (v) The finished goods are to be delivered at 35 Ferozeshah Road /Bahadurshah Zafar Marg office by the printer at his own expense (vi) The UGC shall draw a panel of printers who accept the lowest rates approved and circulated by the UGC. (vii) The Secretary, University Grants Commission reserves the right to reject any or all quotations without assigning any reason.

Date:

**Signature of the printer
Seal**

Sealed quotations giving the lowest rates, along with the printed samples of latest five publications other than UGC should be submitted to Dr. R.K.Chauhan, Secretary, University Grants Commission, Room No. 120 Bahadurshah Zafar Marg New Delhi-110 002 between 10.00 AM to 5 PM on any working day within 15 days from the date of publication of the advertisement.

The samples of the Reports/ Periodicals etc. can be inspected with the Publication Division, Room No. 125, University Grants Commission, 35 Ferozshah Road, New Delhi-110001 on any working day between 11.30 AM to 4.30 PM.