

## Annexure-I

### Proforma for offer of rates of various Printing Items

		Size			
		$\frac{20'' \times 30''}{16}$	$\frac{20'' \times 30''}{8}$	$\frac{18'' \times 23''}{8}$ (A-5)	$\frac{18'' \times 23''}{4}$ (A-4)
1.	<b>Composing of DTP</b>				
	English/Punjabi/Hindi	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	Title Designing	Rs. _____	Rs. _____	Rs. _____	Rs. _____
2.	<b>Offset Printing (Single colour/four colour including cost of plate making:</b>				
			18''x 23''	20''x 30''	
	(a) Single colour printing on ordinary paper with PS plate	First 1000 Impressions Rs. _____	Addl. Rs. _____	First 1000 Impressions Rs. _____	Addl. Rs. _____
	(b) Single colour printing on Art paper/Art card with PS plate	First 1000 Impressions Rs. _____	Addl. Rs. _____	First 1000 Impressions Rs. _____	Addl. Rs. _____
	(c) Four colour printing with CTP Plates on Art paper/Art card	First 1000 Impressions Rs. _____	Addl. Rs. _____	First 1000 Impressions Rs. _____	Addl. Rs. _____
3.	<b>Printing on Mini Offset with paper master including cost of master</b>	A4/Legal size/ Rs. _____	Rs. _____	A3 size/ Rs. _____	Rs. _____
4.	<b>Lamination rate/sq. inch</b>		PVC 1 paisa/ ____sq. inch	BOP 1 paisa/ ____ sq. inch	Polyester 1 paisa/ ____sq. inch
5.	<b>Binding Books, Reports, Souvenir, journal and magazine (Rate per copy)</b>	$\frac{20'' \times 30''}{16}$	$\frac{20'' \times 30''}{8}$	$\frac{18'' \times 23''}{8}$	$\frac{18'' \times 23''}{4}$
	<b>(a) Side stitching/stapling with title pasting (Books, Reports, Souvenir, journal and magazine)</b>				
	(i) upto 100 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	(ii) upto 250 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	<b>(b) Thread sewing with title pasting (Books, Reports, Souvenir, journal and magazine)</b>				
	(i) upto 100 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	(ii) upto 250 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	<b>(c) Thread sewing with hard board cover (Books, Reports, Souvenir, journal and magazine)</b>				
	(i) upto 100 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	(ii) upto 250 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____

	<b>(d) Threadless binding (perfect binding) (Books, Reports, Souvenior, journal and magazine)</b>				
	(i) upto 100 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	(ii) upto 250 pages	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	<b>(e) Centre Stitching/stapling with title cover upto 60 pages (Books, Reports, Souvenior journal and magazine)</b>	Rs. _____	Rs. _____	Rs. _____	Rs. _____
	<b>(f) Binding of Registers (per register) (half cloth/full cloth)</b>	(i) 17" x 27" half i.e. (13.5" x 17")			Rs. _____
		(ii) 17" x 27" fourth i.e. (8.5" x 13")			Rs. _____
		(iii) 18" x 23" fourth i.e. A4 Size or (9" x 11.5")			Rs. _____
	<b>(g) Binding Duplicate Cash Receipt Book (1/8 size) duly perforate/numbering</b>	Rs. _____			
	<b>(h) Binding of Triplate Cash Receipt Book (1/8 size) duly perforate/numbering</b>	Rs. _____			
	<b>(i) Binding of Receipt Book (1/4 size) Duplicate duly perforate/numbering</b>	Rs. _____			
	<b>(j) Creasing of Folders/Booklets (1/4 size)/thousand</b>	Rs. _____ per 1000			
	<b>(k) Numbering per thousand</b>	Rs. _____ per 1000			
6.	<b>Processing</b>				
	i) In put (four colour)	Rs. _____/- sq. Inch (Minimum Charges Rs. _____/-)			
	ii) In put (single colour)	Rs. _____/- sq. Inch (Minimum Charges Rs. _____/-)			

**Terms & conditions:**

1. The rate will be valid till 30.09.2026.
2. The rates will F.O.R. GADVASU campus & inclusive of all Taxes.
3. The proofs will be delivered and collected by the printing press from the concerned departments/authors.
4. The bill should be accompanied with the paper account etc.
5. If the matter is provided in pagemaker in the final printing form, composing charges will not be paid. However, if the manuscript is provided or the CD is provided in M.S. Word, composing charges will be paid.
6. The material for offset printing will be supplied to the firm either on butter paper/pen drive.
7. 2% wastage of paper per colour is applicable for printing.
8. In case any item is not covered the decision of the Director, Extension Education will be final.

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Signature of authorized signatory  
with rubber stamp of firm