



SPICES BOARD

(Ministry of Commerce and Industry
Government of India)
Sugandha Bhavan
N.H. By-pass
P.B. No. 2277
Palarivattom P.O.
Cochin - 682 025, India

स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय,
भारत सरकार)
सुगन्ध भवन
एन. एच. बाइपास
पी. बी. नं. 2277
पालारिवट्टम पी.ओ.
कोचिन - 682 025, भारत

PUB/PRI/20/2011

8th April 2011

Sirs,

Sub: Quotation for printing and supply of Spice India journals

The Board has decided to invite quotations for printing of Spice India journals of the Board. You are requested to quote your lowest rates to print Spice India in **English, Malayalam, Tamil, Kannada, Hindi (monthlies) and Telugu** (quarterly) in the enclosed format.

Terms and conditions:

1. The rates quoted by you will be valid for a period of two years from the date of receipt of work order.
2. **You should quote the rate only for the languages for which you have got composing facility and also adequate staff to manage the same.**
3. For each language at least three proofs should be shown to the officers concerned for approval.
4. The matter for printing will be given in CD/ Floppy / typed/ or handwritten formats for page setting/composing.
5. Since Spice India journals are monthlies and each language issue has its own date of release with postal concession, the delivery of the journals should be done on time as scheduled. In connection with the dispatch of journals by the printers please note the conditions mentioned in the quotation format under the heading **Dispatch of journals:**
6. The journals should be dispatched by the printer at the **Cochin PSO** on the dates specified in the work order.
7. The quality of the paper for cover/text/envelope/ as specified and approved should be maintained and should not be changed. Any change by using inferior quality will result in non-payment and cancellation of work order without any notice.

(PTO)

8. Quotations which are incomplete, late and without rates for any of the items listed will not be considered.

9. Quotations should be furnished in the format given. Quotations in changed format and sample papers will not be considered.

The quotations together with sample papers in **sealed cover** super scribed as "Quotation for printing of Spice India" should reach the **Secretary, Spices Board, Cochin -25** latest by 11 am on **19th April 2011**. The quotations will be opened in the presence of a committee of the Board on a date decided by the said committee.

The Board reserves the right to accept or reject any quotations without assigning any reasons. Even after issuing the work order if the Board faces any sort of inconvenience in timely release/ dispatch of the journals due to any fault on the part of the printer, the Board reserves the right to cancel the work order with out further notice. You may quote your rates for printing subject to the above conditions. In the event of any dispute, the decision of Secretary, Spices Board shall be final.

Yours faithfully,

Dr.P.S.Sreekantan Thampi
DEPUTY DIRECTOR (Publicity)

QUOTATION FORMAT SPICE INDIA COVER PAGE

Size: A4 (20.5x28 cm)

Languages: English, Malayalam, Tamil, Kannada, Hindi, and Telugu
Copies : Around 9,000 (inclusive of all languages as of now)

1.COMPOSING:

Composing charge per page for:

- 1.English : Rs.
2. Malayalam : Rs.
- 3.Tamil : Rs.
- 4.Kannada : Rs.
- 5.Hindi : Rs.
- 6.Telugu : Rs.

2. PRINTING OF COVER PAGE

(FRONT & BACK SIDE IN MULTICOLOUR)

(rates inclusive of scanning, super imposing,
film making, plate making & printing etc.,)

- a.For first 1,000 copies per colour: Rs
- b.For every additional 250 copies per colour: Rs

3. COVER PAGE DESIGNING CHARGES : Rs

(A multicolour attractive cover page
may be designed with the help of web sites and
photos and advertisements issued by the Board
may be prepared every month)

4.PRINTING OF MAST HEAD AND BACK SIDE COVER IN SINGLE COLOUR

- a. For first 500 copies : Rs.
- b. For every additional 250copies: Rs.

5. PRINTING OF COVER INSIDE TWO PAGES IN B&W

- a. For first 1,000 copies:: Rs.
- b. For every additional 250copies: Rs.

6. PRINTING OF COVER INSIDE TWO PAGES IN MULTI COLOUR

- a. For first 1,000 copies: Rs.
- b. For every additional 250copies: Rs.

7.PAPER

Foreign Art paper 100 gsm
per forme of 4 pages for 1000 copies: Rs

8.LAMINATION

Cover page lamination per copy: Rs.

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QUOTATION FORMAT SPICE INDIA -TEXT

Size: A4 (20.5x28 cm)

Languages and

Periodicity : English, Malayalam, Tamil and Kannada, Hindi – Monthly
Telugu – Quarterly : Number of pages : 32 to 40

1.COMPOSING:

Composing charge per page for

English	: Rs.
Malayalam	: Rs.
Tamil	: Rs
Kannada	Rs.
Hindi	:Rs.
Telegu	: Rs.

2.PRINTING:

Printing of text in B&W per form of 4 pages

(Black white printing must be done by way of film out put process only.

Do not use butter sheet method)

For first 500 copies	: Rs.
For every additional 250 copies	: Rs..

Printing of multi colour printing per form of 4 pages

For first 500 copies	: Rs.
For every additional 250 copies	: Rs.

3.PAPER

1. For text:

- Maplitho 18.6 kg (TNPL or equivalent quality: specify the name on sample paper)
- 90 gsm Indian Art: Rs.
- 130 gsm Indian art: Rs.
- 210 gsm Indian art: Rs.
- 300 bsm Indian art: Rs.

4.SCANNING

- Single colour B&W :Rs.
- Single colour per sq.cm. : Rs.
- Four colour per sq. cm : Rs.

5.BINDING

- Center stapling per form of 4 pages for 1000 copies: Rs.
- Perfect binding per form of 8 pages for 1000 copies:Rs.

6.ENVELOPES:

Made of 90 gsm kraft (Mysore):
(30x29.5 cm) envelops with window opening and printing
(as per sample cover provided by the Board)
rate per envelope : Rs.

(PTO)

7. DISPATCH OF JOURNALS:

As Spices Board has the license from the postal Department to post the journals through Without Pre Payment, it has been decided by the Board that the printers who are undertaking the printing of Spice India journals may arrange transport and delivery of the journals at the Cochin PSO in Bharathiyar Road, Near YWCA-Cochin -35 on the particular day of posting.

The following arrangements may be done by the printer in connection with the dispatch of the journals.

- 1) The addressed subscribers stickers shall be collected from the Publicity Department of the Board on specific days.
- 2) The addressed envelopes with the journals inserted shall be bundled in order of particular PSOs as mentioned in the addressed stickers.
- 3) Number of journals in a particular bundle and the name of the PSO may be noted in a slip and it may be displayed on the top of the bundless. (Eg;Cochin PSO- 100 Nos)
- 4) On the previous day of posting of particular journal the number of copies to be posted may be intimated to the Publicity Department of the Board. Following that a Postal Invoice issued from the Publicity Department shall be collected by the printer regularly without fail.
- 5) On the postal day of the particular journal the entire bundles shall be transported and delivered at the first floor of Cochin PSO situated in Bharathiyar Road, Near YWCA-Cochin -35 on the particular day of posting.
- 6) After delivery the signed duplicate copy of the Postal Invoice issued by the PSO may be submitted to the Publicity Department of the Board with out fail.
- 7) Posting of journal may be done by the printer even on Saturday /Sundays or other holidays also when the PSO works.
- 8) Any delay in this process which would cause additional postal charges, and that will be recovered from the printer.

8. Cost for such activities involved in dispatch of each journals as mentioned in above items **1 to 7**

Rs:

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