



## साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

संस्कृति मंत्रालय, भारत सरकार का स्वायत्त संस्थान  
रवींद्र भवन, 35, फ़ीरोज़शाह मार्ग, नई दिल्ली-110 001  
दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428  
ईमेल : secretary@sahitya-akademi.gov.in  
वेबसाइट : http://www.sahitya-akademi.gov.in

## Sahitya Akademi

(National Academy of Letters)

An autonomous organization under Ministry of Culture, Govt. of India  
Rabindra Bhavan, 35, Ferozeshah Road, New Delhi-110 001  
Phone: +91-11-23386626-28, Fax +91-11-23382428  
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S.A 76 A/ 4794

24 May 2023

### **E-INVITING QUOTATION FOR TYPESETTING, PRINTING AND BINDING RATES OF AKADEMI PUBLICATIONS BY OFFSET PRINTING PROCESS for Akademi Head office, New Delhi and Regional Office, Kolkata**

Sealed quotations are invited for the Printing rates for Sahitya Akademi Head office New Delhi and Regional Office Kolkata, as per the specifications mentioned in the Annexure-I. Interested printers shall submit the Annexure-I, duly filled-in, signed and stamped by the authorized signatory.

The sealed quotation addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001 must reach on or before **Thursday, 15 June 2023** by 6.00 p.m.

#### **TERMS & CONDITION:**

- Quotations which are incomplete, over writing/corrected or conditional Quotations and not in the prescribed format shall be rejected.
- Canvassing in any form at any stage will be liable to disqualify and the Akademi reserves the right to reject the quotations of such party without assigning any reason.
- The Secretary, Sahitya Akademi reserves the right to either accept or reject any or all the quotations without assigning any reason.
- Lowest rate quoted by the printer and approved by the competent authority might be offered to all printers for acceptance which will be valid for 03 years.
- One advance copy will be required for approval before printing for each title.
- The printer shall print and supply the books against print order within the given time schedule strictly. The stocks of neat and clean books shall be supplied in proper packing at the sales godown at Swati, Mandir Marg, New Delhi / Rabindra Sarobar Stadium, Block VB, Kolkata-700029 along with print order and delivery challan.
- The stock received from the printer shall be physically verified by the concerned officer at the Sales godown.
- The quality of paper used by the printer in the stock must be same as the advance copy approved by the Akademi.
- Sahitya Akademi shall have the right to accept the stock of books with suitable penalty or to reject the whole stock in case of shortcomings noticed.



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- j) In case of rejection of stock, the whole work shall be reprinted at the printer's own cost on priority within the given time schedule failing which the Sahitya Akademi may get the job done from L2 and cost shall be recovered from the printer. The decision of the Competent Authority, Sahitya Akademi shall be final.
- k) On completion of the job, the printer shall return manuscript, press copy, art work, positives, negatives, CDs, etc. supplied by the Sahitya Akademi or prepared by the printer at the cost of the Sahitya Akademi.
- l) Bill/Invoice will be accepted along with acknowledgement of delivery challan from concern official at Sahitya Akademi, New Delhi-110001 / Sahitya Akademi Regional Office, 4 D.L. Khan Road, Kolkata-700025, only after complete supply of books.
- m) No advance payment will be given to the party.
- n) A security deposit of Rs. 2 lacs will be required to deposit in form of Fixed Deposit in favour of Secretary, Sahitya Akademi before assignment of fresh job.
- o) If the above terms are accepted to you, please attach a signed copy along with quotation.

Thanking You,

Yours sincerely

  
(Krishna Ravindra Kimbahune)  
Deputy Secretary (Admin. Incharge)

(Press Name)

Annexure - 1

To,  
Secretary  
Sahitya Akademi  
New Delhi

**Quotations for  
TYPESETTING, PRINTING AND BINDING**

**Laser Typesetting**

Language	Demy 8vo (7"x4")	Demy 4to (9"x7")	Cr 4to (8"x6")	Royal 8vo (8"x4 ¾")
<b>Assamese</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Bengali</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Bodo</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Dogri</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>English</b> (10 or 11 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Hindi</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Kashmiri</b> (16 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Maithili</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Manipuri</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Nepali</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Odia</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Punjabi</b> (14 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Rajasthani</b> (12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____
<b>Sanskrit</b> (11 or 12 points) Laser Output	Rs.____	Rs.____	Rs.____	Rs.____

**Santhali (12 points)**

Laser Output Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_

**Urdu (14 points)**

Laser Output Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_

Diacriticals : per page Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_

In case of typed matter provided on  
CD/pen drive/e-mail Layout conversion  
charges per page with 3 prints Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_Extra charges for proofs (4<sup>th</sup> print onwards, if required) Rs.\_\_\_\_**Note: Two/Three proofs and after approval final output should be in Laser Output in 600 DPI.****Planning/Processing****Negative / Positive Making** Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_ Rs.\_\_\_\_

Output from Image Setter from CD/Pen drive etc. = Rs.\_\_\_\_ per sq. inch/colour

**Plate Making :** 23" x 36" / 30" x 40" / 18" x 23"  
20" x 30" / 26" x 40"  
20" x 26" /

C.T.P. : Rs.\_\_\_\_.00 Rs.\_\_\_\_.00 Rs.\_\_\_\_.00

P.S. Plate : Rs.\_\_\_\_.00 Rs.\_\_\_\_.00 Rs.\_\_\_\_.00

Surface Plate : Rs.\_\_\_\_.00 Rs.\_\_\_\_.00

**Printing****Single / Multi-colour Printing on Maplitho paper (in Rs. per colour per form)** 23" x 36" / 30" x 40" / 18" x 23"  
20" x 30" / 26" x 40"  
20" x 26" /

Up to 1100 copies : Rs.\_\_\_\_.00 Rs.\_\_\_\_.00 Rs.\_\_\_\_.00

Subsequent 1000 copies : Rs.\_\_\_\_.00 Rs.\_\_\_\_.00 Rs.\_\_\_\_.00

**Cover/Dust Jacket Printing - Multi Colour :****Single / Multi-colour Printing on SBS Board/ Art Card/ Art Paper (in Rs. per colour per form)** 23" x 36" / 30" x 40" / 18" x 23"  
20" x 30" / 26" x 40"  
20" x 26" /

Up to 1100 copies : Rs.\_\_\_\_.00 Rs.\_\_\_\_.00 Rs.\_\_\_\_.00

Subsequent 1000 copies : Rs.\_\_\_\_.00 Rs.\_\_\_\_.00 Rs.\_\_\_\_.00

**Digital Prints (Rate in Rs. Per sheet)**

	<b>13" x 19" Maplitho</b>	<b>13" x 19" Art Paper</b>	<b>13" x 19" Art Card</b>
Single Colour	Rs.____.00	Rs.____.00	Rs.____.00
Multicolour	Rs.____.00	Rs.____.00	Rs.____.00

**Binding****Limp Binding :**

23" x 36"/16 (upto 160 pages)	: Rs.____.00 per book
23" x 36"/8 (upto 160 pages)	: Rs. _____.00 per book
20" x 30"/16 (upto 160 pages)	: Rs. _____.00 per book
20" x 30"/8 (upto 160 pages)	: Rs. _____.00 per book
20" x 26"/8 (upto 160 pages)	: Rs. _____.00 per book
Extra Formes	: Rs. _____._____ per forme

**Perfect Binding**

23" x 36"/16 (upto 160 pages)	: Rs.____.00 per book
23" x 36"/8 (upto 160 pages)	: Rs. _____.00 per book
20" x 30"/16 (upto 160 pages)	: Rs. _____.00 per book
20" x 30"/8 (upto 160 pages)	: Rs. _____.00 per book
20" x 26"/8 (upto 160 pages)	: Rs. _____.00 per book
Extra Formes	: Rs. _____._____ per forme

**Hard Binding (Full Cloth)**

23" x 36"/16 (upto 240 pages)	: Rs. _____.00 per book
23" x 36"/8 (upto 160 pages)	: Rs. _____.00 per book
20" x 30"/16 (upto 160 pages)	: Rs. _____.00 per book
20" x 30"/8 (upto 160 pages)	: Rs. _____.00 per book
20" x 26"/8 (upto 160 pages)	: Rs. _____.00 per book
Extra Formes	: Rs. _____._____ per forme

**Box Binding** : Rs. \_\_\_\_\_.00 per book

**Centre Stitching:**  
(upto 160 pages) : Rs. \_\_\_\_\_.00 per copy

(above 160 pages) : Rs. \_\_\_\_\_.00 per copy

Extra Formes : Rs. \_\_\_\_\_.\_\_\_\_ per forme

**Lamination**

**Gloss**

**Matte**

Demy Quarto perfect cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

Demy Quarto dust cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

Demy Octavo perfect cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

Demy Octavo dust cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

Crown Octavo perfect cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

Crown Octavo dust cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

Royal Octavo perfect cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

Royal Octavo dust cover : Rs. \_\_\_\_\_.00 per book      Rs. \_\_\_\_\_.00 per book

**Screen Printing** : Rs. \_\_\_\_\_.00 per book

**Spot UV** Rs. \_\_\_\_\_ per impression

**Full UV** Rs. \_\_\_\_\_ per sq. inch

**Foiling** Rs. \_\_\_\_\_ per impression

**Golden Embossing** : Rs. \_\_\_\_\_.00 per book

**Cartage for Collection of Paper:**

1. Upto 300 kg (min charges) = Rs. \_\_\_\_\_ (flat rate)

2. 300-1000 kg = Rs. \_\_\_\_\_ / Per Kg.

3. 1001-3500 kg = Rs. \_\_\_\_\_ / Per Kg.

4. 3501-5000 kg = Rs. \_\_\_\_\_ / Per Kg.

**Packing and forwarding (Rate per 1000 copies)**

Minimum charges

1. Upto 200 Pages = Rs. \_\_\_\_\_

2. Above 200-400 Pages = Rs. \_\_\_\_\_

3. Above 400 Pages = Rs. \_\_\_\_\_

Rate per additional 1000 copies Rs. \_\_\_\_\_

**Books to be packed in shrink wrap**

(Upto 76 pages – packet of 15 books) = Rs. \_\_\_\_\_ .00/ per packet

(Upto 176 pages – packet of 10 books) = Rs. \_\_\_\_\_ .00/ per packet

(Above 176 pages – packet of 5 books) = Rs. \_\_\_\_\_ .00/ per packet

Date :

Place :

(Authorised signatory)  
Complete Address with Seal of the Printer