

NOTICE INVITING TENDER

The e-Tender Documents are shown here for viewing purposes only. The e-tender documents are to be downloaded from CPP Portal <http://eprocure.gov.in/eprocure/app> and duly completed documents are to be uploaded only on <http://eprocure.gov.in/eprocure/app>

Tender Reference No: SA.37/Empanel of Printers, Sahitya Akademi, Regional Office, Bengaluru/25-26/325

Dated 09-04-2025

Technical & Financial Bids are invited from eligible printer's capable of handling the jobs of printing of Sahitya Akademi's publications with paper on per page basis may apply for the Empanelment of Printers for the period of 3 years for **Sahitya Akademi's Regional Office, Bengaluru.**

Nature of Work	Empanelment of printers for printing the Sahitya Akademi's publications with paper on per page basis.
Estimated Cost (approximately)	Rs.25,00,000/- per year (Rupees Twenty-Five Lakh)
Period of Contract	03 years (36 months)
Earnest Money Deposit (EMD to be submitted through NEFT/RTGS only as per the bank details given below: - Organisation: SAHITYA AKADEMI Name of Bank: Canara Bank Account No.: 2417101009183 IFSC Code: CNRB0002417 Address of the Bank: BHAGWAN DAS ROAD, NEW DELHI-110005	Rs.75,000/- (Rupees Seventy-Five Thousand only) Bidders registered with NSIC/MSME are exempted from EMD. Those who are claiming exemption shall upload a copy of NSIC/MSME certificate.
Date of Publishing e-tender	09-04-2025
Pre-bid meeting Date (Physical and Virtual) Zoom Link at clause no.07, page no. 04	15-04-2025
Last Date of uploading of Bids	29-04-2025
Date of Opening of Technical Bid	01-05-2025
Date of Opening of Financial Bid	07-05-2025

Interested parties may view and download the tender document containing the detailed terms & conditions,
free of cost from the website
<http://eprocure.gov.in/eprocure/app>

MANUAL/PHYSICAL BIDS SHALL NOT BE ACCEPTED

Bidders should regularly visit the website to keep themselves updated.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit their bids electronically on the Central Public Procurement (CPP) Portal at:
<https://eprocure.gov.in/eprocure/app>

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid well in time i.e. on or before the bid submission date. Bidder will be responsible for any delay.
- 2) While submitting the bids online, the bidders shall read the terms and conditions of CPP portal and accept the same in order to proceed further to submit their bid.
- 3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4) Bidders shall deposit the EMD in the Akademi's Bank Account No. as mentioned in the Tender Document. The details of the RTGS/NEFT, should tally with the data entered during bid submission.
- 5) The uploaded bid without RTGS/NEFT details or NSIC/MSME Certificate will not be considered or rejected.
- 6) **Bidders are requested to submit their financial bids in the format provided otherwise the bids will not be accepted. If the price bid has been given as a standard XLS format with the tender document, then the same is to be downloaded and to be filled by the bidder. Bidders are required to download Schedule of Printing Rates with paper on per page basis Annexure – F (BOQ 1 to 13) and save it without changing the name of the files. Bidders shall quote their rate in figures in appropriate cells and other details (such as name of the bidder), thereafter save and upload the file without changing the file name in financial cover (price bid) only.**
- 7) The date (which is displayed on the bidders' dashboard) will be considered as the standard for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this date during bid submission. Sahitya Akademi, at its own discretion, may extend the last date for uploading of the tender.
- 8) Bidders shall submit their bids through online e-tendering system to Sahitya Akademi well before the last date of bid submission date. (as per Server System Clock).
The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
- 9) After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the bidders shall take print out of system generated acknowledgement number, and keep it as record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.



SAHITYA AKADEMI

Opposite Kala Grama, Next to Petrol Pump
Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar
Mallathahalli, Bengaluru - 560 056
Phone: (Head Office) 011-233866-28 (Regional Office, Bengaluru) 080-22245152
Email: secretary@sahitya-akademi.gov.in
Website: www.sahitya-akademi.gov.in

e-TENDER DOCUMENT

**Empanelment of Printers for Sahitya Akademi's Regional Office, Bengaluru,
for Printing of Sahitya Akademi's publications with paper on per page basis**

Sahitya Akademi, an autonomous organization under the Ministry of Culture, Government of India, engaged in the development of Literary Culture through publications in 24 recognized Indian languages, intends to empanel of professional printers having the facilities of Pre-press, post-press, requisite manpower and machinery. The requisite quantity/quality of paper to be used for printing of text, cover, and illustrations are to be arranged by the printers as per the specifications prescribed by Sahitya Akademi.

1. SCOPE OF WORK

- a. The books are printed in size 23"x36"/16 (5½"x 8½"), 23"x36"/8 (8½"x11"), 20"x30"/8 (7¼"x9½"), and 20"x26"/8 (6¼"x9½") with print run of 100, 200, 300, 600, 1100, 2100, 3100, 5100, 10,000 copies or more.
 - b. The printers are to complete the jobs of printing as per the specification of paper within the stipulated time. The printed books shall be supplied at Sahitya Akademi's godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056 or as per the instructions issued in the Work Order.**
2. The panel of printers and the approved printing rates shall be valid for 3 years from the date of approval of the panel by the Sahitya Akademi extendable for an additional one-year subject to consent of Sahitya Akademi and the empanelled Printers.
 3. The Terms and Conditions as stated in the agreement form (Annexure-E) shall be strictly adhered to by the empanelled printers.
 4. While uploading the bids through online e-tendering system, bidders should ensure that all necessary information is correctly uploaded.

5. ELIGIBILITY CRITERIA

- 5 (i) The Press/firm should be registered in India for the printing of books with the local Municipal Body/Police Commissioner, either under the Shops and Establishment Act/Factories Act/Industries and Commerce Department/Company Act duly renewed as on the date of submission of tender. (The self-attested copies of the registration should be enclosed.)
- 5(ii) The printer should have an average annual turnover of Rs.20.00 lakh during the last three consecutive financial years (2021-22, 2022-23, 2023-24). A certificate **from the Chartered Accountant to this effect. The certifying Chartered Accountant must mention his UDI Number also. Balance sheet should not be uploaded.**

6. PREPARATION AND SUBMISSION OF BIDS:

The bidder should download the bid documents from CPP Portal <http://eprocure.gov.in/eprocure/app> and upload the bid online in two parts, viz, Technical Bid and Financial Bid within the due date.

7. PRE-BID MEETING:

The pre-bid meeting will be held physical and virtual on 15-04-2025 at 3.00 p.m. at the 3rd floor auditorium, Sahitya Akademi, Rabindra Bhavan, New Delhi.

Join Zoom Meeting:

<https://us02web.zoom.us/j/89505624718?pwd=CQbIb+ZXLrKsPR6FI683rzXw9eEMVc.1>

Meeting ID: 895 0562 4718

Passcode: 787505

8. TECHNICAL BID:

The bidders are required to upload the certified scanned copies of all documents as asked for in the Technical Bid Form as per Annexure-A. Please also refer checklist at page no.6.

9. FINANCIAL BID:

9 (i) In preparing the financial bids, bidders should include all cost associated with the description of the job inclusive of tax, as per Annexure – F (BOQ 1 to 13). It should be ensured that no required value against any item is missed.

9(ii) **Quoted rates must be in Per Rupees Per Paisa per page in figures, up to two decimals only (INCLUSIVE ALL TAX AND DESCRIPTION OF JOB). Example: Valid Rs.0.20, Rs.1.12, Invalid: Rs.0.213, Rs.1.2341.**

9 (iii) The Financial bid should be according to the XLS format as per Annexure – F (BOQ 1 to 13) given in the Tender Document and no other format is acceptable. No other cells should be changed. **If the XLS file is found to be modified by the bidder, their financial bid will be rejected.**

10. INSTRUCTIONS TO THE BIDDERS:

10.(i) Printers or their representatives may attend the opening of the technical bid. No separate communication/intimation shall be given in this regard.

10.(ii) The financial bids of only Technically qualified bidders shall be considered and downloaded. Printers or their representatives may attend the opening of the Financial Bids.

10.(iii) The empanelment is done on the basis of lowest rates (i.e., L-1) and the qualified printers in the financial bids may accept the same. The format of the letter seeking acceptance is at Annexure – D.

10.(iv) The EMD shall be returned without any interest to those printers who do not agree to work on the L-1 rates and will not be included in the panel of printers.

10.(v) The printers accepting the L-1 rates shall convey their acceptance as per the format given at Annexure–D along with.

(a) **Security Deposit** (through RTGS/NEFT) of Rs.1,00,000.00 (Rupees One Lakh only) to Sahitya Akademi Account No. provided in the Tender Notice (Refer page 1). The security deposit which can be varied at the discretion of the Sahitya Akademi shall remain with Sahitya Akademi till the printer remains enlisted on the panel of printers. No interest shall be payable to any printers for the Security Deposit.

(b) **Two copies of the contract agreement** (as per the Annexure – E) duly signed and witnessed on non-judicial stamp paper as per the current prevailing rate.

- 10.(vi) One copy of the duly signed contract agreement by Sahitya Akademi will be issued to the printer. The Earnest money of **Rs.75,000/-** (Rupees Seventy-Five Thousand Only) received from the printers at the time of submitting the Tender, shall be returned to the printers without any interest.
- 10.(vii) **The printers who accept the L-1 rates and deposit the security amount along with the contract agreement on non-judicial stamp paper duly signed will only be empanelled in the panel of printers.**
- 10.(viii) Various types of binding and sizes of Sahitya Akademi's publications:

S.no.	Format of Publication	Book size	Binding	Detail as in (BOQ) Annexure-F
1	23"X36"/8 pages	[8½" X 11"] - Demy Quarto	Hardback with end paper & Perfect (4col)	BOQ - 1 & 2
2	23"X36"/16 pages	[5 ½"X 8 ½"] - Demy Octavo	Hardback with end paper & Perfect	BOQ - 3 & 4
3	20"X26"/8 pages	[6 ¼"X9 ½"] - Royal Octavo	Hardback with end paper & Perfect	BOQ - 5 & 6
4	20"X30"/8 pages	[7 ¼" X 9½"] - Crown Quarto	Hardback with end paper & Perfect & Centre stitch Single, double and four colour	BOQ – 7, 8, 9, 10, 11 & 12
01 digital copy for approval				BOQ - 13

- 10.(ix) The assignment of printing jobs by Sahitya Akademi shall be purely based on the overall performance of the printers, in terms of quality and the deadline of the books assigned. In case of any delay or inferior quality of printing, noticed by Sahitya Akademi on the part of the empanelled printers, Sahitya Akademi shall reduce the quantum of work to such printers as per its own discretion.
- 10.(x) No extra charges for any corrections/alterations in the assigned work by the printers will be allowed.
- 10.(xi) Manuscripts/CDs of books shall be the property of Sahitya Akademi. The printer shall return them to Sahitya Akademi at the time of supplying printed stock at the Akademi's godown.

11. **SECRECY OF CONTRACT DOCUMENT AND INFORMATION:**

- The Printer shall not without prior written consent make use of the contract document or any information relating to the contract in any manner whatsoever.
- All data obtained by Printer during and after completion of its obligations contained herein shall remain the property of Sahitya Akademi and treated as confidential and should not be divulged by the Printer or his employees and affiliates to any third party other than the Sahitya Akademi's. This obligation of the Printer shall prevail even after the termination of the contract. The Printer shall keep Sahitya Akademi fully indemnified in this regard.
- The Printer undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".

12. **EARNEST MONEY DEPOSIT (EMD) OF UNSUCCESSFUL BIDDERS:**

- Earnest money of the unsuccessful bidders shall be refunded after completion of the tendering process.
- No interest shall be paid on Earnest money to the unsuccessful bidders.

13. CHECKLIST

The tenderers should ensure the following documents are uploaded in the CPP portal.

S.no.	Documents to be uploaded on CPP Portal
TECHNICAL BID (cover 1)	
1	Page no. 1-5 of e-Tender Document duly signed
2	(Annexure-A) duly filled must be TYPED, signed and stamped
3	Ownership title of Printing Press/Premises or Registered Lease/Registered Rent Agreement
4	(Annexure-B) on firm/company letterhead
5	Copy Bankers Detail/Cross Cheque
6	Certified Scanned copy of PAN
7	Certified Scanned copy of GSTIN
8	Certified Scanned copy of press registration
9	Certificate of Chartered Accountant for Minimum Average annual turnover of Rs.20/- lakh of each financial year for last 03 financial years (2021-22, 2022-23, 2023-24). The certifying Chartered Accountant must mention his/her UDI Number also. Balance sheet should not be uploaded.
10	Receipt/payment details (RTGS or NEFT) of EMD of Rs.75,000/- (Rupees Seventy-Five Thousand Only) to Sahitya Akademi's Account No. provided in the NIT (Ref.page 1) or NSIC/MSME Certificate for exemption
FINANCIAL BID (cover 2)	
1	Schedule of rates for printing with paper on per page basis duly filled in XLS format Annexure – F (BOQ 1 to 13) -sheet 1

**SAHITYA AKADEMI**

Opposite Kala Grama, Next to Petrol Pump
Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar
Mallathahalli, Bengaluru - 560 056

Phone: (Head Office) 011-233866-28 (Regional Office, Bengaluru) 080-22245152

IT IS MENDATORY TO FILL ALL INFORMATIONS AND MUST BE TYPED

1. Name of the Printer -----
2. Printing Press Address: -----
3. Head /Regd. Office: -----
4. Branch Office if any -----
5. Telephone, Mobile, Fax and E-mail -----
6. Is the press, on the panel of any other govt. organization (if yes please mention the name of org.) -----

s.no.	Items	Information and uploaded page no. on CPP Portal	Documents Uploaded on CPP Portal	
			YES	NO
7	Ownership title of Printing Press/Premises or Registered Lease/Registered Rent Agreement			
8	Has the printer been blacklisted by any Government Organization.			
9	Name and address of bankers			
10	PAN issued by Income Tax Deptt.			
11	GSTIN			
12	Registration Number under local Municipal Body/Police Commissioner, under either the Shops and Establishment Act/Factories Act/Industries and Commerce Department/Company Act			
13	Minimum Average annual turnover of Rs.20/- lakh of each financial year for last 03 financial years (2021-22, 2022-23, 2023-24) to be certified by the Chartered Accountant to this effect. The certifying Chartered Accountant must mention his UDI Number also. Balance sheet should not be uploaded			
14	Payment details (RTGS or NEFT) of EMD of Rs.75,000/- (Rupees Seventy-Five Thousand Only) to Sahitya Akademi's Account No. provided in the NIT (Ref. page 1). or NSIC/MSME Certificate for exemption			

I understand that the above information provided by me is correct. In case any of the information is found to be false/misleading at any stage, my Tender/my Press/Firm is liable to be rejected/de-panelled, as the case may be, apart from forfeit of EMD any administrative action that the Sahitya Akademi may initiate against me/my firm.

Affix self-attested
Colour
photograph of
Authorized
signatory of firm

AUTHORIZED SIGNATORY _____

NAME _____

ASSOCIATED WITH THE PRESS AS
(Proprietor/Owner/Director/Partner) _____

DATE: _____

STAMP: _____

(On firm/company letterhead)

UNDERTAKING

It is certified that my Press/Firm has never been **black listed/ placed in defaulter category** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government and no criminal case is pending against the said Press/Firm as on

Signature of the Bidder _____

Name of the Signatory _____

Name of the Press/Firm _____

Seal of the Press/Firm _____

Place: _____

Date: _____

**FORMAT OF LETTER OFFERING SCHEDULE OF L-1 RATES BY
SAHITYA AKADEMI, REGIONAL OFFICE, BENGALURU
TO THE PRINTERS**

To
M/s _____

Dear Sir/Madam

In response to your application for enlistment on the approved panel of the printers of Sahitya Akademi, you are advised to complete the following requirements:

1. Confirm your unconditional acceptance after studying the schedule of rates for printing with paper on per page basis. Two copies of the schedule of rates are enclosed. One copy may be returned to us duly signed and stamped along with your letter as per the format given in Annexure D.
2. Submit a Security Deposit (through RTGS/NEFT) of Rs.1,00,000.00 (Rupees One Lakh only) to Sahitya Akademi's Account No. provided in the NIT (Refer to page 1). The security deposit shall remain with the Sahitya Akademi till the printer remains enlisted on the panel of printers. No interest shall be payable to any printers for the Security Deposit.
3. Two copies of the agreement form as per the format given in ANNEXURE-E on non-judicial stamp paper of Rs.100/-duly signed/notarized and return it to us. One copy of this agreement will be returned to you after counter-signatures by the Competent Authority of Sahitya Akademi.

Yours faithfully,

Sahitya Akademi

(On Press/firm letterhead)

**FORMAT OF LETTER CONFIRMING ACCEPTANCE OF L1 RATES
OFFERED BY SAHITYA AKADEMI, REGIONAL OFFICE, BENGALURU**

To
The Secretary,
Sahitya Akademi,
Rabindra Bhavan,
35 Ferozeshah Road,
New Delhi 110 001

Ref: Sahitya Akademi's letter no _____ dated _____

Sirs,

1. I/We hereby confirm our unconditional acceptance of the schedule of rates offered by Sahitya Akademi in the letter cited above. In token of our acceptance, we return herewith a copy of the rates duly signed and stamped.
2. We have paid a Security Deposit of Rs.1,00,000/- through RTGS/NEFT vide Ref. No. _____ dated _____ (copy enclosed)
3. I/We accept that the Security Deposit of Rs.1,00,000/- (Rupees One lakh only) shall remain with Sahitya Akademi till our press exists on the panel of printers of Sahitya Akademi's Regional Office at Bengaluru. No interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/We have signed the Contract Agreement (Annexure-E) after fully understanding and accepting the terms and conditions of the Contract. Both copies of the agreement are enclosed for counter-signature on behalf of the Sahitya Akademi.
5. I/we agree to the conditions that in case if our press is found blacklisted in any of the Government organizations, Sahitya Akademi apart from forfeit of security deposit shall take necessary action against our press/firm for submitting a false declaration.

Yours faithfully,

Signature of the Authorized Signatory
with stamp

ON NON-JUDICIAL STAMP PAPER

**Empanelment of Printers for Sahitya Akademi's Regional Office, Bengaluru
for Printing of Sahitya Akademi's publications
with paper on per page basis**

Agreement No. _____

MEMORANDUM OF AGREEMENT made in Delhi this _____ day of
_____ Two Thousand and _____
between _____

(hereinafter called the PRINTER, which expression shall, where the context so admits, include its legal representatives, successors, and assigns) of the one part and the Sahitya Akademi, which expression shall, where the context so admits, include its successors and assigns of the other part.

WHEREAS the PRINTER desires to get itself registered with the Sahitya Akademi for printing (including binding) of books and other jobs with paper on per page basis (hereinafter called the WORK).

It is hereby agreed by and between the parties:

Printer's signature

Signature on behalf of Sahitya Akademi

Stamp

Stamp

(Sign on all the pages)

GENERAL TERMS AND CONDITIONS OF AGREEMENT

1. The terms and conditions of this agreement shall be applicable for all jobs with paper on per page basis, which will be assigned by the Sahitya Akademi as per its requirements from time to time.
2. Assignment of the number of printing jobs to the empanelled printers shall depend mainly on their performance as well as the quality of printing jobs executed by them, understanding and following the instructions of the concerned officials of Sahitya Akademi and completion of assigned jobs up to the stage of submission of bills along with the materials issued and relevant documents within the given schedule of time. Other relevant factors are distance of the press from Akademi's office.
3. The PRINTER is responsible for the timely collection of all material related to the job.
4. The PRINTER shall process, print, laminate, bind, and supply the complete quantity, in accordance with the job specifications and time schedule indicated in the work order. **The stocks of books shall be supplied in proper packing at the Sahitya Akademi's godown Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056 as per work order** as and when required. The printer shall arrange the required quantity/quality of paper/card on their own on priority to complete the job within the given time schedule. No extension shall be granted to complete the job entrusted for arranging the required quantity/quality of paper/card. The PRINTER shall print and supply the books against orders within the given time schedule strictly.
5. The orders are supposed to be completed within a period of 20 to 30 days or even less depending on the requirement specified by the Akademi. There may be occasions where certain jobs are required to be printed on an urgent basis. In such cases, the enlisted printers should work on priority and deliver the stock as per the deadline assigned.
6. Advance copies of the printed books shall be supplied by the printer for approval by the Sahitya Akademi. The stock duly incorporating the corrections or improvement, if suggested by Sahitya Akademi, shall be delivered to Akademi's godown as specified in the work order. The quality of the stock must confirm to the advance copies approved by the Sahitya Akademi. In case of any error or defects noticed in the finished books, the necessary rectification must be carried out at the own cost of the printer. Any deviation from the approved advance copy or any delay in completion of the job or non-completion will be seriously viewed and the decision of the Competent Authority, Sahitya Akademi will be final.
7. The stock received from the printer shall be physically verified by the concerned officials in respect to the quality of printing, binding, and the quality of paper. The quality of paper used by the printer in the stock must confirm to the advance copy approved by the Sahitya Akademi. The Sahitya Akademi shall have the right to accept the stock of books with a suitable penalty or to reject the whole stock in case shortcomings/defects are noticed. In case of rejection of stock, the whole work shall be reprinted at the own cost of the printer on priority within the given schedule of time. Otherwise without prejudice to the penalties provided for, the printer can be blacklisted and performance security will also be forfeited. The decision of the Competent Authority, Sahitya Akademi shall be final and binding.
8. The panel of printers and rates of printing with paper on per page basis shall be valid for three years. For all printing jobs, an approved schedule of rates for printing with paper shall be applicable. No hike in the rates shall be entertained.
9. Printer shall be responsible for all taxes, duties and license fees etc. Any excess claim whatsoever by the printer shall be disallowed without any intimation to the printer.
10. On completion of the job, the printer shall return all the materials supplied by the Sahitya Akademi for printing or prepared by the PRINTER to the Sahitya Akademi.
11. No advance payment would be paid to the printer for the execution of the order. However, the payment of the bills shall be released within a period of 30 days from the receipt of the proper and complete documents i.e. bill/invoice along with signed delivery challans and furnishing of supporting documents/other material, etc. to the satisfaction of Sahitya Akademi. Subject to the release of stock certificates of the printed books by the concerned official.

12. Sahitya Akademi shall test of GSM of paper varieties used from a government laboratory for the 10% of total number of titles printed by the printer i.e. 1-book out of 10-books taken at random. In case of inferior quality paper is used by the enlisted printer, the complete stock of books is liable for rejection. In case of minor variations in GSM of paper, Sahitya Akademi may consider to accept the stock after imposing penalty as decided by the Competent Authority, Sahitya Akademi.
13. In case of delay in the completion of the job, a penalty of 5% on the printer's bill shall be applicable for every 15 days beyond the deadline.
14. On completion of the job, the PRINTER shall submit the duly pre-receipted bill/invoice for the job to Sahitya Akademi, in triplicate, together with:
 14. (i) One copy of the stock supplied;
 14. (ii) Duly receipted delivery challans for the supplies made, in original;
15. Sahitya Akademi reserves all the rights to carry out a post-payment audit of the printer's bill including all supporting vouchers. Sahitya Akademi further reserves the right to enforce recovery of any overpayment coming to light as a result of such a check, by any method.
16. The printer shall be responsible for the safe custody of material issued by the Sahitya Akademi for the job assigned, and the PRINTER shall ensure all material against loss in any manner whatsoever at its own cost and expense. In the event of damage to the material, the cost shall be recovered from the printer.
17. The enlisted printers shall take every care to see that the work or any part thereof does not fall into the unauthorized hands to avoid piracy. The printing material should be handed over to the concerned Sahitya Akademi's official well in time. Legal action would be initiated against the concerned persons/printers found to be involved in the process of piracy of Sahitya Akademi's publications.
18. Queries, if any, in respect of the deductions and non-payment for the work completed should be made by the Printer, only in the respective financial year. However, in case of non-payment for whatsoever reason, if the Printer does not inform in writing within same financial year from the date of completion of work, Sahitya Akademi would not be responsible for replying to any query and the Printer would be deemed to have abandoned his right to in respect of any query on the bills raised.
19. In the event of short supply of books, the payment of the party will be withheld until the receipt of full supply of the stock, subject to clause no.14
20. If any error/defect is found in the work, at any time before or after the supply of the copies ordered, the printer shall, if called upon to do so, rectify the error/defect at his own cost, to the satisfaction of and within the time limit fixed by Sahitya Akademi. If, however, the error/defect is of the kind that cannot be rectified, Sahitya Akademi shall, if it so desires, either reject the work and recover the total cost of the work and/or impose a suitable penalty depending upon the nature of error recoverable from printers' bills. The decision of the Competent Authority, Sahitya Akademi in this regard shall be final and binding.
21. In case of time-bound orders, if the printer fails to supply the complete stocks at the Akademi's godown, within the stipulated time, Sahitya Akademi shall recover the total loss that occurred due to non-supply of books from the PRINTER and/or suitable penalty. The decision of the Competent Authority, Sahitya Akademi in this regard shall be final and binding. The penalty, if any will be deducted from the bill of the defaulting printer or may be asked to deposit the same with Sahitya Akademi either by RTGS/NEFT.
22. Enlisted printer may be removed from the panel of the printers, and security money will be forfeited in case:
 - (a) Any printer is found not diligent and not showing any keen interest in undertaking any work for a period of one year and name will be automatically deleted from the panel of approved Printers without notice,
 - (b) If refuses or is unable to accept and execute the assigned printing job as per the specifications and time limit,
 - (c) Serious shortcomings & defects are found in executed jobs,
 - (d) If the printer does not accept or agree to the approved schedule of rate in the middle of the contract.
 - (f) The Printer is found blacklisted by any of the Government organizations.
 - (g) The printer is found violating any law.

23. Any disputes, differences, and questions arising out of or in any way touching or concerning the subject matter thereof or the respective rights, duties, or liabilities of the parties under or in respect of this contract shall be referred to the Constituted Committee. The decision of the Competent Authority, Sahitya Authority on the report of the Constituted Committee shall be final and binding on the parties.

24. The legal jurisdiction shall be of Delhi Courts alone and exclusively.

IN WITNESS WHEREOF the parties hereto have set their hands and their seal the day and the year first written.

THE PRINTER

SAHITYA AKADEMI

For and on behalf of
Sahitya Akademi

Signature _____
Name _____
Address _____

Stamp _____

Signature _____
Name _____
Address _____

Stamp _____

In the presence of:

In the presence of:

1. Signature _____
Name _____
Address _____

1. Signature _____
Name _____
Address _____

(Sign on all the pages)

NOTE: THE FINANCIAL BID ANNEXURE- F (BOQ 1 to 13) IS ONLY FOR REFERENCE. THE BIDDERS HAVE TO DOWNLOAD AND FILL THE UPLOADED FINANCIAL BID IN 'XLS' FORMAT AVAILABLE IN CPP PORTAL. MANUAL/PHYSICAL SUBMISSION OF FINANCIAL BID IS NOT ALLOWED AND THE SAME SHALL BE REJECTED (REFER TO CLAUSE NO.6 OF PAGE NO.2)

Tender Inviting Authority: SAHITYA AKADEMI, REGIONAL OFFICE, BENGALURU

Name of the Bidder/Company:

ANNEXURE - F

BOQ-1
BOOK SIZE 8.5"x11"
Demy Quarto
HARDBOUND

DESCRIPTION OF JOB

1.) Text printing on page number 03 with paper = Double Colour
 2.) Rest of the text pages printing with paper (Front/Back) = Single Colour
 3.) Cover printing with Art Paper (Single side) = 04 colours
 4.) Lamination on cover = Gloss or Matte
 END PAPER REQUIRED (8 pages) = 120 GSM PAPER WITH SINGLE COLOUR PRINTING

5.) Binding = Hard-back (with section sewing) and pasting of printed cover with the dust jacket on book case
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing = Paster 130 gsm and Dust Jacket 170 gsm, Gloss Art Paper (Indian)
 8.) Packing (Shrink Wrap): 5 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies								
		upto 100	101-200	201-300	301-600	601-1100	1101-2100	2101-3100	3101-5100	5101 and above
1.001	upto 100									
1.002	upto 150									
1.003	upto 200									
1.004	upto 250									
1.005	upto 300									
1.006	upto 350									
1.007	351 and above									

*** ALL COLUMNS SHOULD BE FILLED COMPULSORILY**

BOQ-2
BOOK SIZE 8.5"x11"
Demy Quarto
PERFECT, 04 colour

DESCRIPTION OF JOB

1.) Text printing (front & Back) with paper = 04 colour
 2.) Cover printing (front & Back) with Art Card = 04 colours
 3.) Lamination on cover = Gloss or Matte

4.) Binding = Perfect (with section sewing)
 5.) Paper for text printing = Gloss or Matt Art Paper, 130 gsm (Indian)
 6.) Paper for cover printing = Gloss or Matt Art Paper, 170 gsm (Indian)
 7.) Packing (Shrink Wrap): 10 books per packet
 8.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies						
		upto 100	101-200	201-300	301-600	601-1100	1101-2100	2101 and above
2.001	upto 50							
2.002	upto 100							
2.003	upto 150							
2.004	upto 200							
2.005	201 ands above							

*** ALL COLUMNS SHOULD BE FILLED COMPULSORILY**

BOQ -3
Book Size = 5.5" x 8.5"
Demy Octavo
HARDBACK

DESCRIPTION OF JOB

1.) Text printing on page number 03 with paper = Double Colour
 2.) Rest of the text pages printing with paper (Front/Back) = Single Colour
 3.) Cover printing with Aer Paper (Single side) = 04 colours
 4.) Lamination on paster and dust cover = Gloss or Matte
 END PAPER REQUIRED (8 pages) = 120 GSM PAPER WITH SINGLE COLOUR PRINTING

5.) Binding = Hard-back (with section sewing) and pasting of printed cover with the dust jacket on book case
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing = Paster 130 gsm and Dust Jacket 170 gsm, Gloss Art Paper (Indian)
 8.) Packing (Shrink Wrap): 5 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies								
		upto 100	101-200	201-300	301-600	601-1100	1101-2100	2101-3100	3101-5100	5101 AND ABOVE
3.001	upto 100									
3.002	upto 150									
3.003	upto 200									
3.004	upto 250									
3.005	upto 300									
3.006	upto 350									
3.007	upto 400									
3.008	upto 450									
3.009	upto 500									
3.010.	501 and above									

*** ALL COLUMNS SHOULD BE FILLED COMPULSORILY**

BOQ -4
Book Size = 5.5" x 8.5"
Demy Octavo
PAPERBACK

DESCRIPTION OF JOB

1.) Text printing on page number 03 with paper = Double Colour
 2.) Rest of the text pages printing with paper (Front/Back) = Single Colour
 3.) Cover printing with Art Card (Single side) = 04 colours
 4.) Lamination on paster and dust cover = Gloss or Matte

5.) Binding = Perfect (with section sewing)
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing = Off-white or White SBS Board 230 gsm (Indian)
 8.) Packing (Shrink Wrap): 5 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies								
		upto 100	101-200	201-300	301-600	601-1100	1101-2100	2101-3100	3101-5100	5101 AND ABOVE
4.001	upto 100									
4.002	upto 150									
4.003	upto 200									
4.004	upto 250									
4.005	upto 300									
4.006	upto 350									
4.007	upto 400									
4.008	upto 450									
4.009	upto 500									
4.010.	501 and above									

*** ALL COLUMNS SHOULD BE FILLED COMPULSORILY**

BOQ -5
Book Size = 6.25" x 9.5"
Royal Octavo
HARDBACK

DESCRIPTION OF JOB

1.) Text printing on page number 03 with paper = Double Colour
2.) Rest of the text pages printing with paper (Front/Back) = Single Colour
 3.) Cover printing with Aer Paper (Single side) = 04 colours
 4.) Lamination on paster and dust cover = Gloss or Matte
 END PAPER REQUIRED (8 pages) = 120 GSM PAPER WITH SINGLE COLOUR PRINTING

5.) Binding = Hard-back (with section sewing) and pasting of printed cover with the dust jacket on book case
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing = Paster 130 gsm and Dust Jacket 170 gsm, Gloss Art Paper (Indian)
 8.) Packing (Shrink Wrap): 5 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

Number of Copies

S.No.	TEXT PAGES	Number of Copies									
		upto 100	101-200	201-300	301-600	601-1000	1001-2000	2001-2500	2501-3000	3001-3500	3501 and above
5.001	upto 100										
5.002	upto 150										
5.003	upto 200										
5.004	upto 250										
5.005	upto 300										
5.006	upto 350										
5.007	upto 400										
5.008	upto 450										
5.009	upto 500										
5.010.	501 and above										

***ALL COLUMNS SHOULD BE FILLED COMPULSORILY**

BOQ -6
Book Size = 6.25" x 9.5"
Royal Octavo
PAPERBACK

DESCRIPTION OF JOB

1.) Text printing on page number 03 with paper = Double Colour
2.) Rest of the text pages printing with paper (Front/Back) = Single Colour
 3.) Cover printing with with Art Card (Front/Back) = 04 colours
 4.) Lamination on cover = Gloss or Matte

5.) Binding = Perfect (with section sewing)
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing =Offwhite or White SBS Board, 230 gsm (Indian)
 8.) Packing (Shrink Wrap): 5 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

Number of Copies

S.No.	TEXT PAGES	Number of Copies									
		upto 100	101-200	201-300	301-600	601-1000	1001-2000	2001-2500	2501-3000	3001-3500	3501 and above
6.001	upto 100										
6.002	upto 150										
6.003	upto 200										
6.004	upto 250										
6.005	upto 300										
6.006	upto 350										
6.007	upto 400										
6.008	upto 450										
6.009	upto 500										
6.010.	501 and above										

***ALL COLUMNS SHOULD BE FILLED COMPULSORILY**

BOQ - 7
Book Size = 7.25" x 9.5"
Crown Quarto
HARDBACK

DESCRIPTION OF JOB

1.) Text printing on page number 03 with paper = Double Colour
2.) Rest of the text pages printing with paper (Front/Back) = Single Colour
 3.) Cover printing with Art Paper (Single side) = 04 colours
 4.) Lamination on paster and dust cover = Gloss or Matte
 END PAPER REQUIRED (8 pages) = 120 GSM PAPER WITH SINGLE COLOUR PRINTING

5.) Binding = Hard-back (with section sewing) and pasting of printed cover with the dust jacket on book case
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing = Paster 130 gsm and Dust Jacket 170 gsm, Gloss Art Paper (Indian)
 8.) Packing (Shrink Wrap): 5 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies								
		upto 100	101-200	201-300	301-600	601-1100	1101-2100	2101-3100	3101-5100	5101 and above
7.001	upto 100									
7.002	upto 150									
7.003	upto 200									
7.004	upto 250									
7.005	upto 300									
7.006	upto 350									
7.007	upto 400									
7.008	401 and above									

***ALL COLUMNS SHOULD BE FILLED COMPULSORILY**

BOQ - 8
Book Size = 7.25" x 9.5"
Crown Quarto
PERFECT

DESCRIPTION OF JOB

1.) Text pages printing with paper (Front/Back) = Double colour
 3.) Cover printing with Art Card (Single side) = 04 colours
 4.) Lamination on paster and dust cover = Gloss or Matte

5.) Binding = Perfect (with section sewing)
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing = Off-White/White SBS Board, 230 gsm OR Gloss Art Card 250 gsm (Indian)
 8.) Packing (Shrink Wrap): 10 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies								
		upto 100	101-200	201-300	301-600	601-1100	1101-2100	2101-3100	3101-5100	5101 AND ABOVE
8.001	upto 50									
8.002	upto 100									
8.003	101 and above									

***ALL COLUMNS SHOULD FILLED COMPULSORILY**

BOQ - 9
Book Size = 7.25" x 9.5"
Crown Quarto
CENTRE STITCH

DESCRIPTION OF JOB

<p>1.) Text pages printing with paper (Front/Back) =Double colour</p> <p>3.) Cover printing with Art Card (Single side) = 04 colours</p> <p>4.) Lamination on paster and dust cover = Gloss or Matte</p>	<p>5.) Binding = Centre Stitch</p> <p>6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)</p> <p>7.) Paper for cover printing = Off-White/White SBS Board, 230 gsm OR Gloss Art Card 250 gsm (Indian)</p> <p>8.) Packing (Shrink Wrap): 10 books per packet</p> <p>9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056</p>
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RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies							
		upto 100	101-200	201-300	301-600	601-1100	1101-2100	2101-3100	3101-5100
9.001	upto 50								
9.002	51 and above								

***ALL COLUMNS SHOULD FILLED COMPULSORILY**

BOQ - 10
Book Size = 7.25" x 9.5"
Crown Quarto
PERFECT

DESCRIPTION OF JOB

<p>1.) Text printing on page number 03 with paper = Double Colour</p> <p>2.) Rest of the text pages printing with paper (Front/Back) = Single Colour</p> <p>3.) Cover printing with with Art Card (Single side) = 04 colours</p> <p>4.) Lamination cover = Gloss or Matte</p>	<p>5.) Binding = Perfect (with section sewing)</p> <p>6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)</p> <p>7.) Paper for cover printing = Off-White/White SBS Board, 230 gsm OR Gloss Art Card 250 gsm (Indian)</p> <p>8.) Packing (Shrink Wrap): 10 books per packet</p> <p>9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056</p>
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RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies					
		upto 300	301-600	601-1100	1101-2100	2101-3100	3101-5100
10.001	upto 50						
10.002	upto 100						
10.003	101 and above						

*** ALL COLUMNS SHOULD FILLED COMPULSORY**

BOQ - 11
Book Size = 7.25" x 9.5"
Crown Quarto
CENTRE STITCH

DESCRIPTION OF JOB

1.) Text printing on page number 03 with paper = Double Colour
 2.) Rest of the text pages printing with paper (Front/Back) = Single Colour
 3.) Cover printing with Art Card (Single side) = 04 colours
 4.) Lamination cover = Gloss or Matte

5.) Binding = Centre Stitch
 6.) Paper for text printing = Natural Shade or white Maplitho (S.S), 80 gsm (Indian)
 7.) Paper for cover printing = Off-White/White SBS Board, 230 gsm OR Gloss Art Card 250 gsm (Indian)
 8.) Packing (Shrink Wrap): 10 books per packet
 9.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies						
		upto 300	301-600	601-1100	1101-2100	2101-3100	3101-5100	5101 AND ABOVE
11.001	upto 50							
11.002	51 and above							

*** ALL COLUMNS SHOULD FILLED COMPULSORY**

BOQ - 12
Book Size = 7.25" x 9.5"
Crown Quarto
PERFECT, 04 colour

DESCRIPTION OF JOB

1.) Text pages printing with paper (Front/Back) = 04 colour
 2.) Cover printing with Art Card (Single side) = 04 colours
 3.) Lamination on cover = Gloss or Matte

4.) Binding = Perfect (with section sewing)
 5.) Paper for text printing = White Maplitho (S.S), 95 gsm (Indian)
 6.) Paper for cover printing = Off-White/White SBS Board, 230 gsm OR Gloss Art Card 250 gsm (Indian)
 7.) Packing (Shrink Wrap): 10 books per packet
 8.) Delivery Cartage for stock supply at Sahitya Akademi Godown, Opposite Kala Grama, Next to Petrol Pump, Old Outer Ring Road, Mysore Road, Jnanajyoti Nagar, Mallathahalli, Bengaluru - 560 056

RATES MUST BE ONLY IN PER RUPEES PER PAISE PER PAGE IN FIGURE, UP TO 02 DECIMALS ONLY (clause 9-ii page no.4)
(INCLUSIVE OF ALL TAXES AND ABOVE DESCRIPTION OF JOB)

S.NO.	TEXT PAGES	Number of Copies						
		upto 300	301-600	601-1100	1101-2100	2101-3100	3101-5100	5101 AND ABOVE
12.001	upto 50							
12.002	upto 100							
12.003	101 and above							

*** ALL COLUMNS SHOULD FILLED COMPULSORY**

BOQ - 13
01 Digital Copy

Rate inclusive of text (80 gsm)/cover (250 gsm) paper, printing, lamination, binding and cartage, and all Taxes

s.no.	Book Size	Binding	Cover colour	Text colour	No. of pages (approx)	Rate per copy Only in Rupees (ALL INCLUSIVE)
13.001	5.5" x 8.5"	Perfect	4	Single colour	upto 160	
13.002	5.5" x 8.5"	Perfect	4	Single colour	upto 500	
13.003	8.5" x 11"	Perfect	4	Single colour	upto 1000	
13.004	7.25" x 9.5"	Perfect	4	Single colour	upto 150	
13.005	7.25" x 9.5"	Perfect	4	Single colour	upto 500	
13.006	7.25" x 9.5"	Perfect	4	4/4 (Front/Back)	upto 150	
13.007	6.25" x 9.5"	Perfect	4/4 (F/B)	Single colour	upto 500	
13.008	8.5" x 11"	Perfect	4/4 (F/B)	4/4 (Front/Back)	upto 150	