



Dr. Devendra Kumar Devesh  
Regional Secretary

Speed Post

SAE.152/Pub/

To

**Sub: Quotation for PoD printing and binding of perfect bound and hard bound books from Kolkata based printers**

Sir,

You are requested to submit your quotations for the above mentioned job as per the specification given below on or before 15 June 2023:-

Specification:

Size of book	: 5.5" X 8.5"
Cover	: 250 gsm Art Board CIS/ 130 gsm Gloss Art paper (4 color)
Text	: 80 gsm White Maplitho/ Natural Shade paper, 1 + 1 color
Binding	: Perfect binding and lamination of 4 color cover (Mat) OR Hard bound and lamination of 4 color cover (Mat) with sewing, 4 color jacket and cover (pasted on 28 oz good quality Board) and white 120 gsm end paper. End paper to be used only in hard bound titles Shrink wrapping and carton packing

**Rates to be quoted:**

1. Rate per page for quantity 50-200 for perfect binding book
2. Rate per page for quantity 50-200 for hard board binding book
3. Rate per page for quantity 201 and above for perfect binding book
4. Rate per page for quantity 201 and above for hard board binding book
5. Rate for scanning of book per page with making a final print file (PDF) for printing through PoD
6. Delivery charge of 2 advance copies of each title to Sahitya Akademi, Regional office, Kolkata 700025 and rest of the books per title to Sahitya Akademi godown, Kolkata 700029
7. GST extra as applicable

**Terms and Conditions:**

1. Sample copy to be submitted for approval
2. Bulk printing to be started after receiving approval.
3. Pdf files of text and cover will be supplied for printing
4. Bulk supply to be given within 10 days of print order.
5. 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 1 year.
6. Rates regarding 1,2,3,4 should be all inclusive (i.e, printing, paper, binding, lamination and packing) and would be valid for one year from the date of approval.

Thanking you,

Yours faithfully,

  
(Devendra Kumar Devesh)

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**Sahitya Akademi**

(National Academy of Letters)

REGIONAL OFFICE

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25 May 2023