SPECIFICATIONS FOR PRINTING OF ANNUAL REPORT OF SBRL, KODATHI
FOR THE YEAR ........

1. Number of books : 75
2. Size of the book : 11" [length] x 8.5" [width]
3. Language : English with 8 pages in Hindi
4. Number of text pages : Approximately 50 + 4 pages wrapper
5. Paper
   (a) Text : 130 gsm Indian Art (Sinar)
   (b) Wrapper : 300 gsm Indian Art Board (Sinar)
6. Colour
   (a) Text : Single colour (black)
   (b) Graphs/photographs : 8 pages with multicolour
   (c) Wrapper : Multicolour (on all four sides)
7. Composing
   (a) Text : This office will supply soft copies of
               the text including graphs and
               photographs. The text will be in MS-
               Word, graphs and photographs will be in
               JPEG format. Hindi text will be also be
               given. The printer will align the matter as
               per the specified layout.
   (b) Wrapper : The printer shall design the wrapper
                 with Hindi and English titles wherever
                 required as per the concept provided,
                 utilizing multicolour photographs.
8. Proofs : Three proofs to be given for the text
            pages. Two proofs (one black & white
            and one colour) for cover and graph
            pages.
9. Lamination : Matt lamination is required for outer
                side of cover page
10. Binding : Center pinning
11. Delivery : Within 15 days from the date of
               approval of final proof
PRINTING OF ANNUAL REPORT OF SBRL, KODATHI FOR THE YEAR ...

QUOTATION FORMAT

1. Name and address of the printer :

2. Name of contact person :

3. Telephone number :

4. Mode of printing : Offset printing

5. Number of books :

6. Rate Schedule :
   a) Rate for printing 4 single black and white pages :
   b) Rate for printing 8 multi colour pages :
   c) Wrapper:
      Charges for printing multi-colour (four pages) and
      matt lamination (outer two pages) of cover page :
   d) Lot rate for center pinning (75 books) :

7. Taxes, if any, give details :

8. Other terms and conditions, if any :

Place:
Date:

Signature of printer with seal