



Jammu & Kashmir  
Academy of Art, Culture and Languages  
Srinagar

**TENDER NOTICE**  
**(Printing of Academy Job Work 2014-15)**

Sealed tenders affixed with Rupee Two revenue stamp are invited for printing of invitation cards, brochures, posters, wrappers, envelops, bags, registers, letter Head, Note pad, bill books and other job work for the year 2014-15, which should reach this office by or before 31<sup>st</sup> May, 2014 up to 4:00pm positively and will be opened on next working day at 11:00 am. Rates may be quoted in figures as well as in words for the following items. The successful tenderers shall have to make supply available at Academy Office, Lal Mandi Srinagar.

1. **Offset Printing** of Registers/ Cash Books in the following size per register/ Cash Book per 1000 impressions:
  - i) 17x27/4
  - ii) 20x30/4
  - iii) 17x27/2
  - iv) 20x30/2
2. **Screen Processing** (including material) per square inch
3. **Screen Printing** on paper, Polythene, Raxine and cloth per colour per 1000 impressions or part thereof in the following sizes:
  - i) 6" x 4"
  - ii) 7" x 5"
  - iii) 8" x 5"
  - iv) 10" x 5" x 2"
  - v) 12" x 14" (folders, file covers and port-folio) without material
4. **Letter Printing** per 1000 impressions or part thereof for the following sizes:
  - i) 6" x 4"
  - ii) 7" x 5"
  - iii) 8" x 5"
  - iv) 10" x 5" x 2"
  - v) 12" x 14" (folders, file covers and port-folio) without materials
5. **Scanner Processing** including material per square inch.
6. **Scanner Printing** on paper, polythene, Raxine and Cloth per colour per 1000 impression or part thereof in the following sizes:
  - i) 6" x 4"
  - ii) 7" x 5"
  - iii) 8" x 5"
  - iv) 10" x 5" x 2"

- v) 12"x14" (Folders, file covers and port-folio) without material.
7. **Four Colour Printing (C.P.C/Digital Printing)** per copy in the following sizes:-
- 6"x4" post card sizes
  - 7"x5" post card sizes
  - 8"x10" cabinet size
  - 10"x12" certificates
8. **Stitching**
- Pin stitching per 100 books (Two stitches per book)
  - Thread (Sectional) stitching per 100 copies for books and registers
  - Sectional Stitching per form per 100 books
9. **Binding Charges**
- Saresh binding of Slip Pads, Letter Head Pads, Note Pads per 10 (Ten) copies.
  - Cardboard binding with half cloth and full Register/Account Book in the following sizes:-
 

a) 18x22/8	b) 20x26/8	c) 20x30/8	d) 18x22/4
e) 17x24/4	f) 20x26/4	g) 20x30/4	h) 18x22x2
i) 17x22/2	j) 20x26/2	k) 20x30/2	
10. **Cardboard Binding** with Raxine half and full per registers/Account Book in the following sizes:-
- |            |            |            |            |
|------------|------------|------------|------------|
| a) 18x22/8 | b) 20x26/8 | c) 20x30/8 | d) 18x22/4 |
| e) 17x27/4 | f) 20x26/4 | g) 20x30/4 | h) 18x22/2 |
| i) 17x27/2 | j) 20x26/2 | k) 20x30/2 |            |
11. **Full Card Sheet Binding** (without material) I,e, Art Card per 100 copies in the following sizes:-
- |            |            |            |
|------------|------------|------------|
| a) 18x22/8 | b) 20x26/8 | c) 20x30/8 |
|------------|------------|------------|
12. **Supply of paper**
- Map Litho Printing Paper in 23x36 (80 GSM) size per ream
  - Map litho Printing paper in 20x26 (80 GSM) size
  - Map Litho Printing paper in 20x30 (70 GSM) per ream
  - Executive Bond paper in 18x23 (80 GSM) size per ream
  - Sunshine Art paper in 20x30 size (90 GSM) 19 kgs per ream
  - Sunlit Bond Paper 18x22 size (7.6 Kgs) per ream
  - Art Card Sunshine in 22x28 size (255 GSM) 15.2 kgs per Gross
  - Craft paper for wrappers in 23x36 size per ream.
  - Ivory invitation Card with envelopes per 100 in the following sizes:-
 

a) 6x4	b) 7x5	c) 8x5	d) 10x5x2 (Folder)
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13. Supply of Craft paper bags per 1000 in the following sizes:-
- |           |           |
|-----------|-----------|
| a) 10x 14 | b) 14x 24 |
|-----------|-----------|

**Conditions:-**

- The tenders should be super-scribed in bold letters as "Tender for Printing of Job Work" otherwise tender shall not be entertained.
- The tender should be accompanied with CDR of Rs. 5000/ (Rupees five thousand) only of any nationalized bank pledged to Additional Secretary, J&K Academy of Art, Culture and Languages, Lal Mandi Srinagar.

3. The CDR deposit shall be refunded to the unsuccessful tenderers after the tenders are opened and retained in case of successful tenderers.
4. Tenders should reach this office up to 31<sup>st</sup> of May 2014 at 4:00 pm positively by hand or registered post and will be opened next working day in the office chambers of the undersigned.
5. Rates quoted for each item shall remain valid for 2014-15 viz upto 31<sup>st</sup> March 2015.
6. The work to be allotted during the year 2014-15 may be of the order of Rs. 2.00 lacs approximately.
7. Any job work to be allotted to the successful tenderer shall have to be completed within two days positively. In case of any default, failure or otherwise on the part of successful tenderer, the security deposit shall be liable to be forfeited.
8. Tender found incomplete shall not be entertained.
9. The rates should be quoted both in figures as well as in words.
10. Samples of all the supplying items must be enclosed with the tender.
11. The undersigned reserves the right to accept or reject any tender in full or part thereof without assigning any reason thereof.

Additional Secretary (K)

No: - Ps/Kmr./05/2014-15/

Dated May, 2014

Copy to:-

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Jammu & Kashmir  
Academy of Art, Culture and Languages  
Srinagar

**TENDER NOTICE**  
**(Printing of Academy Publications 2014-15)**

Sealed tenders affixed with Rupee Two revenue stamp are invited for printing of Academy publications for the year 2014-15, which should reach this office by or before 31<sup>st</sup> May, 2014 up to 4:00pm positively and will be opened on next working day at 11:00 am. Rates may be quoted in figures as well as in words for the following items:

**Printing of Books**

1. **Offset Printing** :- (Ordinary and Helios) including raw materials processing. Plate making and printing per form per 1000 or part thereof for the following sizes:-
  - i) 18x22/8
  - ii) 20x26/8
  - iii) 20x30/8
2. **Offset Printing From Negatives**:- ( Re-Print) per form per 1000 impressions or part thereof for the following sizes:-
  - i) 18x22/8
  - ii) 20x26/8
  - iii) 20x30/8
3. **Scanner Printing**:- Including plate making and printing per form per 1000 impressions or part thereof in the following sizes:-
  - i) 18x22/8
  - ii) 20x26/8
  - iii) 20x30/8
  - iv) 20x30/16
4. **Gold Printing**:- (Manual by Gatka) per 1000 impressions or part thereof for
  - i) Front/Back Title
  - ii) Spine
5. **Stitching**: Pin Stitching per hundred (100) books (Two stitches per book)
6. **Lamination** :- (Plastic coating) per 100 books for the following sizes:-
  - i) 18x22/8
  - ii) 20x26/8
  - iii) 20x30/8
7. **Photo Insertions**: Per leaf per 100 copies.
8. **Creasing Charges**: per fold per 1000 or part thereof.
9. **Binding charges**:-
  - a) Full card sheet binding (without material) i,e, Art Card per 100 copies in following sizes:

- i) 18x22                      ii) 20x26                      iii) 20x30
- b) Card board binding with cloth half and full (with material) per 100 copies in following sizes:-
- l) 18x22                      ii) 20x26                      iii) 20 x30
- c) Card board binding with half Raxine (with material) per 100 copies in following sizes:-
- i) 18x22                      ii) 20x26                      iii) 20x30
- d) Card board binding with full Raxine (with material) per 100 copies in following sizes:
- i) 18 x22                      ii) 20x26                      iii) 20x30

**10. Packing Charges per bundle of 50 kgs:-**

- i) Ordinary Tat Packing  
ii) Water Proof Packing  
iii) Card Board Packing

**Conditions:**

1. The tenders should be super-scribed in bold letters as tender for "Printing of Academy Publications" otherwise the tender shall not be entertained.
2. The tender should be accompanied with CDR for Rs. 30000/(Rupees thirty thousand) only of any national bank pledged to the Additional Secretary (K), J&K Academy of Art, Culture and Languages, Srinagar.
3. The CDR deposit shall be returned to the unsuccessful tenderer after the tenders are opened and retained in case of successful tenders.
4. The tenders should reach this office up to 31<sup>st</sup> May, 2014 upto 4:00 pm positively either by hand or registered post and will be opened on next working day in the office chamber of the undersigned.
5. Rates quoted for each item shall remain valid for the year 2014-15.
6. The work to be allotted during the year may be of the order of Rs. 12.00 lacs (Rupees Twelve Lacs) approximately.
7. In case of any default, failure or otherwise on the part of the successful tenderer, the security deposit shall be liable to be forfeited.
8. Tender found incomplete shall not be entertained.
9. The rates should be quoted both in words as well in figures.
10. The undersigned reserves the right to accept or reject any tender in full or part without assigning any reason thereof.

Additional Secretary (K)

No:- Ps/Kmr./05/2014-15/

Dated: May 2014

Copy to:-

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