



## INDIRA GANDHI NATIONAL OPEN UNIVERSITY

### SCHEDULE OF RATES FOR OFFSET PRINTING

#### PROCESSING:

**Note:** The positives/negatives will be the property of IGNOU and complete set of single page positives of each colour (*stripped positives or pieces of positives will not be accepted*) of complete text and cover duly pasted in a printed copy of publication and interleaved are to be returned to IGNOU, immediately after the completion of the job and challan of the same will be submitted with the bill(s). The ¼" extra film would be given on all four side of print area.

#### A) Processing of text & line drawings

1. Negative making = Rs. 0.65 per colour/per sq. inch
2. Positive making = Rs. 1.00 per colour/per sq. inch
3. Outputting from image setter from the matter in CD/Pen drive
  - Negative = Rs. 0.65 per colour/per sq. inch
  - Positive = Rs. 0.65 per colour/per sq. inch

#### B) Scanning/planning

1. Scanning/planning from Hard Copy of art work/photo provided=Rs. 1.90 per colour/per sq. inch
2. Scanning/planning from CDs/pen drive etc. Rs. 1.50 per colour/per sq. inch

#### PLATE MAKING: (Rate in Rs. per plate/per colour)

| SIZES                          | Surface Plate (Rs.) | Deep Etch Plate (Rs.) | P.S. Plate (Rs.) | CTP Plate (Rs.) |
|--------------------------------|---------------------|-----------------------|------------------|-----------------|
| <b>(A) Text</b>                |                     |                       |                  |                 |
| 24"x34" or 23"x36"             | <b>100.00</b>       | <b>150.00</b>         | <b>450.00</b>    | <b>600.00</b>   |
| 17"x24" or 18"x23" or 20"x30"  | <b>100.00</b>       | <b>150.00</b>         | <b>300.00</b>    | <b>450.00</b>   |
| 12"x17" or 11½"x18" or 15"x20" | <b>100.00</b>       | <b>150.00</b>         | <b>300.00</b>    | <b>450.00</b>   |
| 8½"x12" or 9"x11½" or 10"x15"  | <b>100.00</b>       | <b>150.00</b>         | <b>300.00</b>    | <b>450.00</b>   |
| <b>(B) Cover</b>               |                     |                       |                  |                 |
| 12"x17" or 11½"x18" or 15"x20" | <b>100.00</b>       | <b>150.00</b>         | <b>300.00</b>    | <b>450.00</b>   |
| 8½"x12" or 9"x11½" or 10"x15"  | <b>100.00</b>       | <b>150.00</b>         | <b>300.00</b>    | <b>450.00</b>   |

**PRINTING: A (Printing of text per colour/per side)**

| ITEM                           | Rate for first 1000 copies or part there of (Rs.) | Rate per additional 1000 copies upto 4000 copies (Rs.) | Rate for 5000 copies (Rs.) | Rate per additional 1000 copies upto 9000 copies (Rs.) | Rate for 10000 copies (Rs.) | Rate per additional 1000 copies upto 24000 copies (Rs.) | Rate for 25000 copies (Rs.) | Rate per additional 1000 copies beyond 25000 copies (Rs.) |
|--------------------------------|---|--|----------------------------|--|-----------------------------|---|-----------------------------|---|
| <b>Text Printing</b>           |   |  |                            |  |                             |   |                             |   |
| 24"x34" or 23"x36"             | 130.00  | 120.00   | 575.00                     | 100.00   | 950.00                      | 90.00   | 2125.00                     | 80.00   |
| 17"x24" or 18"x23" or 20"x30"  | 110.00  | 110.00   | 500.00                     | 85.00  | 800.00                      | 75.00   | 1750.00                     | 65.00   |
| 12"x17" or 11½"x18" or 15"x20" | 110.00  | 110.00   | 500.00                     | 85.00  | 800.00                      | 75.00   | 1750.00                     | 65.00   |
| 8½"x12" or 9"x11½" or 10"x15"  | 100.00  | 90.00  | 425.00                     | 80.00  | 700.00                      | 65.00   | 1500.00                     | 55.00   |
| <b>Cover Printing</b>          |   |  |                            |  |                             |   |                             |   |
| 12"x17" or 11½"x18" or 15"x20" | 250.00  | 200.00   | 850.00                     | 170.00   | 1600.00                     | 150.00  | 3100.00                     | 140.00  |
| 8½"x12" or 9"x11½" or 10"x15"  | 200.00  | 150.00   | 725.00                     | 140.00   | 1350.00                     | 130.00  | 3000.00                     | 115.00  |

**(B) Printing of text in four colour/overseas Publication/ on Art paper (Extra % over and above rates per colour/per side).**

1) Extra % for printing on Art paper

2) Extra % for printing in 4 colour

**(C) Printing of special colour i.e. Vth colour like Gold, Silver, Bronze, Chrome or any other colour specified (halftone/solid)**

| <b>Rate for first 1000 copies or part their of</b>                                   | <b>Rate for additional 1000 copies or part their of</b> |
|--|---|
| Performa of 8 pages <b>Rs. 400.00</b>  | <b>Rs. 300.00</b>                                       |
| Performa of 4 pages <b>Rs. 250.00</b>  | <b>Rs. 200.00</b>                                       |
| Performa of 2 pages or part <b>Rs. 250.00</b>  | <b>Rs. 200.00</b>                                       |
| Cover 1 <sup>st</sup> & IVth and 2 <sup>nd</sup> & 3 <sup>rd</sup> <b>Rs. 450.00</b> | <b>Rs. 350.00</b>                                       |

**(D) Printing of posters: (Rate in Rs. per colour)**

|                            |                                     |                                     |                                      |
|----------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
|                            | 23''X36''<br>24''X34''<br>20''X30'' | 18''X23''<br>17''X24''<br>15''X20'' | 11½''X18''<br>12''X17''<br>10''X15'' |
| Rate upto 1000 copies      | <b>350.00</b>                       | <b>250.00</b>                       | <b>250.00</b>                        |
| Additional per 1000 copies | <b>300.00</b>                       | <b>200.00</b>                       | <b>200.00</b>                        |

**Rates for Gumming:**

Application of gum with release paper at the top & bottom of posters, wall charts etc.Rs

**0.20**

Per sq. inch (Rates for minimum 100 copies).

**BINDING AND WAREHOUSING**

**Centre or Side Stitching :**

Folding, gathering, collating, centrally stitched or side stitched by wire, at two places, cover creased and pasted/pinned at spine and cut-flush.

|      |  | <b>Rate per 1000 copies</b> |                       |
|------|--|-----------------------------|-----------------------|
|      |  | <b>A-4 size (Rs.)</b>       | <b>A-5 size (Rs.)</b> |
| i.   | Per forme of 16 pp   | <b>70.00</b>                | <b>60.00</b>          |
| ii.  | Per forme of 8 pp  | <b>60.00</b>                | <b>50.00</b>          |
| iii. | Per forme of 4 pp  | <b>50.00</b>                | <b>40.00</b>          |
| iv.  | Per forme of 2 pp<br>(pasting or tipping-in with or without folds) | <b>100.00</b>               | <b>100.00</b>         |
| v.   | For cover (including creasing) Stitching/pasting                   | <b>70.00</b>                | <b>70.00</b>          |

## Section Sewn:

Folding, gathering, collating, section sewing by thread, cover creased, cover pasted, Endpaper \* pasted

| Sewn |  | Rate per 1000 copies |                   |
|------|--|----------------------|-------------------|
|      |  | A-4 size<br>(Rs.)    | A-5 size<br>(Rs.) |
| i.   | Per forme of 16 pp   | 110.00               | 100.00            |
| ii.  | Per forme of 8 pp  | 90.00                | 80.00             |
| iii. | Per forme of 4 pp  | 100.00               | 100.00            |
| iv.  | Per forme of 2 pp (pasting or tipping-in with or without folds)      | 100.00               | 100.00            |
| v.   | For cover (including creasing & pasting of endpapers* on both sides) | 180.00               | 180.00            |

\* Paper for endpapers will be supplied by IGNOU.

## Perfect Binding :

Folding, gathering, collating of all text pages with cover drawn and glued along the spine without end paper and cut flush.

| Perfect Binding |                                       | Rate per copy     |                   |
|-----------------|---------------------------------------|-------------------|-------------------|
|                 |                                       | A-4 size<br>(Rs.) | A-5 size<br>(Rs.) |
| i.              | Rate per copy upto 100 pages          | 1.70              | 1.55              |
| ii.             | Rate per additional forme of 16 pages | 0.18              | 0.16              |
| iii.            | Rate per additional forme of 8 pages  | 0.18              | 0.16              |
| iv.             | Rate per additional forme of 4 pages  | 0.18              | 0.16              |
| v.              | Rate per additional forme of 2 pages  | 0.18              | 0.16              |

## Hard Cover Binding with Cloth / Rexine:

Quote Rate per CASING including the cost of materials like, straw board/mill-board of 24 oz.wt. binding cloth/rexine, mull cloth/tape for spine, head-bands, ribbons for book-mark, 120 GSM coloured paper for endpapers, silk screen printing of title on spine and front cover as per design, including labour for manufacture of CASINGS to formats, printed jackets mounted over flaps turned-in for binding with textual pages \*\*

|                        | A-4 size<br>(Rs.) | A-5 size<br>(Rs.) |
|------------------------|-------------------|-------------------|
| <b>Rate per Casing</b> | <b>15.00</b>      | <b>12.00</b>      |

\*\* While the printed jackets will be supplied by the IGNOU all other binding materials including coloured paper (120 GSM) for endpaper for cloth/hard bound edition will be used by the firm subject to approval. Charges for section sewing of text forms will be at par with item (i-iv) above.

## WAREHOUSING/STATIONERY JOBBING

|      |   | <b>Rate<br/>(Rs.)</b> |
|------|---|-----------------------|
| i.   | Rule perforation/creasing charges per 1000 leaves   | <b>180.00</b>         |
| ii.  | Machine Hand numbering charges per 1000 numbers/impressions   | <b>50.00</b>          |
| iii. | Cover Lamination charges per sq. cm. Gloss: Rs . <input type="text" value="0.0007"/> Matt Rs. <input type="text" value="0.0008"/><br>Thermal Rs. <input type="text" value="0.0009"/> UV Curing/coating (spot laminations) Rs. <input type="text" value="0.0012"/>   |                       |
| iv.  | PADDING of loose printed sheets (100 leaves each) to be supplied by IGNOU, gummed at the top, with Straw Board (16 oz.wt.) at the bottom, thick coloured cover paper pasted to the board and wrapped over, and cut flush, to be supplied in packets of 25 pads each, fully wrapped in Kraft paper, tied with thread/twine, lable duly printed as per design with code and pasted along the side and delivered to IGNOU Godowns Cost all inclusive of labour, binding materials etc. |                       |

|  |                    | <b>A-4 size<br/>(Rs.)</b> | <b>A-5 size<br/>(Rs.)</b> |
|--|--------------------|---------------------------|---------------------------|
|  | Rate per 1000 Pads | <b>9000.00</b>            | <b>9000.00</b>            |

### Cartage for collection/lifting of paper from IGNOU Godown within Union Territory of Delhi/NCR

Minimum Charges = Rs.

Rates per Quintal = Rs.

### Allowances of paper wastage:

- |                       |                  |
|-----------------------|------------------|
| 1. Upto 500 copies    | 5 % per colour   |
| 2. 501 – 1000 copies  | 2.5 % per colour |
| 3. 1001 – 2000 copies | 2 % per colour   |
| 4. 2001 – 5000 copies | 1.5 % per colour |
| 5. 5001 – and above   | 1 % per colour   |

## PACKING AND FORWARDING CHARGES

### For Local Supplies :

Fully packed in Kraft paper in packets of 5 to 50 copies each in case of books depending upon the nos of pages/100 copies in case of assignments, Newsletters etc., each packet tied with sutli or string, printed title/legend labeled on each packet serially as per design and delivered at IGNOU Godown within Union Territory of Delhi.

|  | <b>Upto 64<br/>pages<br/>50 books<br/>in a packet</b> | <b>65 to 120<br/>pages<br/>25 books<br/>in a packet</b> | <b>121 to 200<br/>pages<br/>20 books<br/>in a packet</b> | <b>201 to 320<br/>pages<br/>10 books<br/>in a packet</b> | <b>321 &amp; above<br/>pages<br/>5 books<br/>in a packet</b> |
|--|---|---|--|--|--|
| 1. For books of A-5 size / 1000 copies   | <b>280.00</b>   | <b>300.00</b>   | <b>340.00</b>  | <b>360.00</b>  | <b>350.00</b>  |
| 2. For books of A-4 size / 1000 copies   | <b>300.00</b>   | <b>320.00</b>   | <b>360.00</b>  | <b>400.00</b>  | <b>460.00</b>  |
| 3. For assignments, Newsletter etc.<br>(containing upto 24 pp self-covered)<br>of A-4 size/1000 copies | <b>220.00</b>   | <b>1000.00</b>  | <b>1000.00</b>   | <b>1000.00</b>   | <b>1000.00</b>   |

### For Outstation Supplies:

Printers may note that they may be required to dispatch books to different destinations, on behalf of IGNOU duly packed in corrugated board cartons, lined with plastic sheets and, or water-proof paper, cartons battened, wired and addressed with code, each carton containing 100/200/300 copies depending upon the number of pages. These copies should be in packet of 20-30 copies each and should be fully packed in craft paper tied with twine/sutli and labelled as above before they are placed inside cartons. The printers will be required to send these cartons by train freight-card/Road except in cases where the consignments are to be supplied to IGNOU in which cases the consignments can be booked freight to pay. The freight will be reimbursed by IGNOU within ten days of the date of presentation of the bill. The freight should be supported by money receipts and proof of dispatch.

| <b>Particulars</b> |   | <b>Per cartons of<br/>100 copies<br/>(Rs.)</b> | <b>Per cartons of<br/>200 copies<br/>(Rs.)</b> | <b>Per cartons of<br/>300 copies<br/>(Rs.)</b> |
|--------------------|---|--|--|--|
| i.                 | Rate for packing of books in A-5 size as per specifications | <b>115.00</b>                                  | <b>160.00</b>                                  | <b>175.00</b>                                  |
| ii.                | Rate for packing of books in A-4 size as per specifications | <b>140.00</b>                                  | <b>170.00</b>                                  | <b>250.00</b>                                  |

## Rates for Printing of Miscellaneous Items

### 1. Printing through Silk Screen Process:

All the printing rates will include the rates of Ivory/ Imported Card of 300 GSM and envelop of 100 GSM super sunshine paper, composing, Designing & Processing.

- i) Invitation Card 5"x7"/ 6"x8"  
(Singleleaf) Rs.  per 100 card/ per colour  
5"x7"/ 6"x8"  
Folded (Open size 7"x10"/ 8"x12")  
Rs.  per 100 card/ per colour
- ii) Envelope 5"x7"/ 6"x8"Rs.  per 100 envelop/per colour.
- iii) CD Cover Rs.  per cover/ colour  
(Rates for min 100 cover)
- iv) Letterhead A4 Rs.  A5 Rs.  per 100/ colour  
(Including the cost of paper i.e. executive Bond of 95 GSM to 110 GSM)
- v) Certificates 9"x11", 10"x12", 12"x14" Rs.  per certificate/ per colour.

### 2. Printing through Digital Process

- i) Invitation Card 5"x7"/ 6"x8"  
(Singleleaf) Rs.  per 100 card/ per colour  
5"x7"/ 6"x8"  
Folded (Open size 7"x10"/ 8"x12")  
Rs.  per 100 card/ per colour
- ii) Envelope 5"x7"/ 6"x8"Rs.  per 100 envelop/per colour.
- iii) CD Cover Rs.  per cover/ colour  
(Rates for min 100 cover)
- iv) Letterhead A4 Rs.  A5 Rs.  per 100/ colour  
(Including the cost of paper i.e. executive Bond of 95 GSM to 110 GSM)
- v) Certificates 9"x11", 10"x12", 12"x14" Rs.  per certificate/ per colour.

### 3. Colour Print Out

- i). (A4 Size) Rs.  per page. (A5 Size) Rs.  per page

#### 4. Leaf/ Foil/ Blind Printing

- i) Die Making (Male & Female die) Rs.  (per square inch)
- ii) Printing Rs.  (per 100 copies)  
(Colour: Gold, Silver, Bronze, Chrome or any other colour specified (halftone/solid))
- iii) Blind Printing Rs.  (per 100 copies)

#### 5. Mechanical Binding

- i) Rates including binding of reports, books etc. in the given format with Polyester Translucent cover and Polyester Opaque back cover)

##### (a) Spiral Binding

|  | <b>A-4 Size<br/>(Rs.)</b> | <b>A-5 Size<br/>(Rs.)</b> |
|--|---------------------------|---------------------------|
| Rate per copy per 100 pages and part thereof | <b>10.00</b>              | <b>10.00</b>              |
| Rate per copy per 200 pages and part thereof | <b>10.00</b>              | <b>10.00</b>              |
| Rate per copy above 200 pages                | <b>15.00</b>              | <b>15.00</b>              |

##### (b) Spico Binding

|  | <b>A-4 Size<br/>(Rs.)</b> | <b>A-5 Size<br/>(Rs.)</b> |
|--|---------------------------|---------------------------|
| Rate per copy per 100 pages and part thereof | <b>25.00</b>              | <b>25.00</b>              |
| Rate per copy per 200 pages and part thereof | <b>40.00</b>              | <b>30.00</b>              |
| Rate per copy above 200 pages                | <b>50.00</b>              | <b>40.00</b>              |

##### (c) Wiro Binding

|  | <b>A-4 Size<br/>(Rs.)</b> | <b>A-5 Size<br/>(Rs.)</b> |
|--|---------------------------|---------------------------|
| Rate per copy per 100 pages and part thereof | <b>30.00</b>              | <b>30.00</b>              |

#### 6. Eyeleting

Rs.  per 1000 eyelets.

#### 7. Die Making, Cutting, Creasing, Scoring & Pasting/Stitching.

- a) Die Making Rs.  per square feet.
- b) Cutting & Creasing Rs.  Per 1000.
- c) Scoring Rs.  Per 1000.
- d) Pasting & Stitching Rs.  Per 1000.

(Rates for minimum 1000)