

**ANNEXURE**

**RATES UNDER DTP PROESS OF PRINTING AND SUPPLY OF QUESTON PAPERS CALLING FOR QUOTATIONS  
FOR A PERIOD OF 2 YEARS i.e. 01-03-2025 TO 28-02-2027**

Sl. No.	Items of Work	A 4 Size	Remarks
1.	<b>COMPOSING / TYPING CHARGES PER PAGE (Through D.T.P) :</b> <b>(Page should consist Minimum 40 lines for A4 size)</b>		
	a) English / Tamil		
	b) Sanskrit / Hindi / Telugu / Urdu / English with Linguistics		
	c) Mathematics, Tabular Matter, Engineering with maths, Matter with more figures like Accountancy papers		
	d) In respect of Printing of SVURPGCET, the composing rate per page shall be allowed only for Code 'A' and for remaining codes B, C & D (only the shuffling charges will be allowed and not the usual composing charges). The Printer has to admit for this condition.		
2.	<b>Proof Reading per page (all subjects/languages)</b> Which shall not be allowed towards SVURPGCET Q.P Booklets		
3.	<b>PRINTING PER PAGE WITH NEGATIVE &amp; PLATE MAKING</b>		
	a) 1 <sup>st</sup> 100 copies		
	b) Additional 50 copies/less upto 250 copies		
	c) 1 <sup>st</sup> 250 copies		
	d) Addl. 250 Copies/less upto 1000 copies		
	e) First 1000 copies		
	f) Additional 1000 copies		
4.	Printing Labels for each paper ( 10 Labels or part thereof )		
5.	Diagram Charges per figure (minimum and upto 80 sq.cm.)		
6.	Diagram Charges for more than 80 sq.cm. and above		
7.	Folding per 100 copies or less (8 pages or part thereof)		
8.	(a) Pasting/Stapling per 100 copies or less		
	(b) Cost of Labour for Printing of Label on Cloth lined Cover (Question Paper Slip)		

9.	Numbering charges per 100 copies or less (to be claimed if necessary)			
10.	Perforating charges per 100 copies or less (to be claimed if necessary)			
11.	<b>PACKING :</b>			
	(a)	Counting, Manual checking for each paper, banding, labeling (per 100 copies or less)		
	(b)	Packing each paper in Plain envelopes and sealing three times (including cost of cover) (Only single kraft plain cover should be used as detailed below so as to pack with outer cloth line cover). (i) If the no. of copies supplied to Centre exceeds 500 copies, it may be packed in 100' in kraft cover (ii) If total copies falls below 500, it may be packed in 50's and (iii) If the spare copies exceed 50 nos. the total no. may be packed in 100's, breaking one of the hundred packet into 25's.		
	(c)	Again packing the sealed envelopes in cloth lined covers, pasting The packing slip supplied by University and sealing five times Per packet (including cost of cover)		
	(d)	Gathering center-wise packets spare copies and bundling center wise, labor charges per center.		
	(e)	Preparing cloth-lined packets to pack the center and spare covers in convenient packets per packet.		
	(f)	Preparing small gunny parcel / Box (including cost of the container)		
	(g)	Preparing Medium size gunny parcel / Box (including cost of the container)		
	(h)	Preparing big size gunny parcel / Box (including cost of the container)		
12.	<b>Secrecy maintenance:</b> (Excluding Paper cost, Freight Charges and cost of the Inner and Outer Covers including the cost of the container i.e., from item c to h on Main item No 11)			
13.	<b>Paper Cost: Per Ream</b> (500 sheets): Double Dummy Cream wove paper per Ream Rs.			
14.	<b>Handling Charges</b>	(i) Wastage:		
		(ii) Handling Charges:		
15	<b>Freight / Delivery Charges:</b>			
	(a)	If delivered in a Vehicle in case the consignment is bulk and heavy.		

	(b)	If delivered by person in view of urgency to and fro first class Train fare and Batta per day (Batta per day to be quoted)		
16.		Payment conditions : (whether TDS at the spot can be deducted at source before effecting payment)		
17.		Rates valid for a period of :		
18.		Whether the Firm can undertake the work entrusted without seeking any advance from the University:		
19.		No Advance will be paid to the Printer while entrusting the work.		
20.		The Printer is likely to make a Caution Deposit with the University towards security measures to the tune of not less than Rs.5,00,000/- (Rupees Five Lakhs only)		
21.		Specify whether a separate wing is available with required men material and infrastructure exclusively to print the question papers in order to maintain secrecy.		
22.		Number of lines, size of fonts should be in accordance with the specimen question paper copy enclosed. ( This should be strictly followed and adhered to)		
23.		Year of Establishment of the Press with the Registration No. of the respective Govt.		
24.		Number of years served in printing and supplying the question papers (i.e., Confidential Nature of Work.)		

**SIGNAURE**