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Website: www.nhsrccindia.org

File No:NHSRC/18-19/Tenders/03/Printing

04 Mar 2020

Tender Document Printing & Supply

Tender Fee –Rs. 1000/-

On behalf of the Executive Director, NHSRC, the Indenter, Sealed Tenders are invited for hiring in a **Two Bid System** from reputed and experienced Printing and Publishing Houses/Companies having experience in the services for the last three years to any Central / State Govt. organization or a large Public Sector Undertaking or reputed private organization in Delhi strictly subject to the Terms and Conditions of the Contract as notified in the tender document available on the official NHSRC website www.nhsrccindia.com for use in the NHSRC, NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067. Eligible and interested agencies may send their Tenders by 24 Mar 2020 to **The PAO, NHSRC, NIHFW Campus, Baba Gangnath Marg, Munirka, New Delhi – 110067.**

Any query prior to Pre-bid meeting may be raised to mail: nhsrccindia@gmail.com and Tele Phone :011-26108982

Schedule to the Invitation of Tender

1.	Tender document download/Sale date/time	:	00:00 hrs 04 Mar 2020
2.	Pre bid meeting	:	12:00 hrs (PM). On 12 Mar 2020
3.	Tender document download/sale end date/time	:	14:00 hrs. On 24 Mar 2020
4.	Last date and time for receipt of bids	:	15:00 hrs. on 24 Mar 2020
5.	Date and time for opening of Prequalification-cum-technical bid	:	15:30hrs. On 24 Mar 2020
6.	Service to be provided	:	Printing of various kinds of material.
7.	Period / Extension of contract	:	Up to 31 March 2021 from the date of Award of contract with an option of extension for a further period of three years at the same rate, terms and conditions subject to provision of satisfactory services and at the sole discretion of NHSRC.
8.	Validity of tender offers	:	180 days from date of opening of prequalification-cum-technical bid.
9.	Bid Security (EMD) total estimated value	:	INR – 1,00,000/-
10.	Performance Security total cost of Bid (for Finalised Bidder only)	:	7% of total amount of bid on each award of work to finalised bidder.

SERVICES TO BE PROVIDED: JOB SPECIFICATIONS

NHSRC is engaged in production / printing of a wide range of books, reports, research documents, brochures, posters, folders and collateral material etc. in order to achieve its objectives. In this regard, NHSRC is interested in undertaking the process of engagement of Printing Agencies for a period till 31 Mar 2021 with an option of extension for a further period of one year at the same rate, terms and conditions subject to provision of satisfactory services and at the sole discretion of NHSRC.

1. Scope of Work

- (a) Printing of Publications and collaterals including health related books, brochures, posters etc. and as required by NHSRC from time to time.
- (b) Specific details of publications as elaborated in the Price Schedule (Financial Bid - Annexure VII).

2. Eligibility Criteria - Tenderers may submit complete bids i.e. complete or in part as at Annexure VII (Financial Bid). Documentary proof for items (a) to (e) listed below to be submitted:-

- (a) Printing Agencies must have been in operation for a minimum period of 3 years in printing / production of books, reports, brochures, posters, other collateral material, etc. Proof to be submitted should be in the form of Registration / Incorporation Certificate in the name of the agency submitting the bid or CA's certificate.
- (b) Agency must have a minimum annual turnover of Rs. 80 lakhs respectively in each of the three **financial years** (2016-17, 2017-18 and 2018-19). The cumulative turnover of the agency in last three financial years should be at least Rs. 3.00 crores. A certificate from the Chartered Accountant must be submitted in this regard.
- (c) Profile and Track Record of the agency including previous work handled, major clients, empanelment with other Ministries, if any and list of technical persons available to be submitted on the letter head of the company duly signed and stamped.
- (d) Samples of Publications and Collaterals printed in the last 2 years (Minimum 5 Samples)
- (e) The Agency should have a valid GST registration and a PAN number for Income Tax.
- (f) The Agency must have an office in Delhi and the printing press must be located in Delhi. The details of staff with their bio-data, equipments and soft-wares used along with samples of work are to be furnished.
- (g) The Agency should have in-house, state of art facilities for printing, scanning and all auxiliary facilities.
- (h) The Agency should be able to provide a dedicated team for timely production and supply of the printed material and collaterals documents (Letter to be provided).

3. Pre-Bid Meeting

A pre-bid meeting will be held in the Conference Room of National Health Systems Resource Centre, Baba Gangnath Marg, Munirka, and New Delhi 110067 at 12:00 Hrs. (PM) On 12 Mar 2020 for clarifications required on any aspect pertaining to the Tender Document.

Based on discussions held during the pre-bid meeting, amendments / clarifications (if any) in the Tender Document will be hosted on the websites of the NHSRC - www.nhsrcindia.org by 17:30 H on 16 Mar 2020.

4. Assessment of proposals

Proposals received will be assessed by a committee constituted for the purpose. The Committee will technically evaluate proposals of eligible agencies as per tender requirement.

NHSRC reserves the right to award one or more than one agency for its printing requirements as per the finalised bidder contracted rates which informally at L1 rate, terms and conditions and also, to place order for a part item/combination of the quantity offered. NHSRC will award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest Evaluated Tender Price, provided further that the tenderer has the capability and the resources to carry out the tender effectively. The contract shall not be awarded merely because the rate quoted is low but the competence of the firm in relation to managerial capabilities, sustainability, track record, technical soundness etc. shall be given due consideration and the final decision will be based on all these parameters.

5. Delivery Period

The printing jobs assigned are time bound and the agency would be required to complete the jobs within the time frames set by NHSRC, failing which penalty clauses would be applicable. The Agency will have to work in coordination with the creative agency(ies) selected by NHSRC for a particular assignment. Machine proof of the product / publication will be first shown to the creative agency / designer who has designed the product / publication and thereafter to NHSRC, for approval or as stated or specified from time to time.

6. Other important information

- (a) The applications should be complete in all respects. Conditional/incomplete applications would be summarily rejected.
- (b) NHSRC reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation /enquiry proceedings has been initiated by Government Investigating Agencies /Vigilance Cell.
- (c) Consortium of Agencies /Sub-Contract of work are not allowed without prior permission of NHSRC.
- (d) NHSRC will periodically review the performance of the empanelled Printing Agencies and reserves its right to withdraw their empanelment at any time.
- (e) NHSRC will take action as deemed fit in cases of underperformance, submission of erroneous bids, irregularity in participation in NHSRC's tender processes / bids, etc. Action

taken could include removal of the agency from the empanelled list.

(f) The bidder should make available the offered products, if desired, during evaluation of bids for benchmarking of the application submitted.

7. Tax Deduction at Source: Tax deduction at source shall be governed as per prevailing Income Tax rules. TDS on GST to be deducted.

8. Penalty Clause: Penalty in case of undue delay in execution of work allotted, submission of erroneous tenders, under performance, could be in the form of deduction from the total amount payable to the agency for the work awarded, de-empanelment of the agency or any other action deemed appropriate.

9. Termination by Default: NHSRC reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

10. Force Majeure: Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

Interested agencies may submit proposals to the Principal Administrative Officer (PAO), National Health Systems Resource Centre, NIHFWS Campus, Baba Gang Nath Marg, Munirka, New Delhi - 110067 latest by 1500 Hrs. on 24 Mar 2020.

**Principal Administrative Officer (PAO)
National Health Systems Resource Centre**

11. General Terms & Conditions

- i. Original/downloaded tender document shall be duly filled in, signed and stamped by the bidder or his authorized representative.
- ii. Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- iii. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document after the last date and time of submission of Tender Bid. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.
- iv. Offer will be accepted in Two Separate Sealed envelopes super scribed FINANCIAL BID containing Price Schedule (Annexure VII) and Technical Bid containing EMD and other documents respectively (Annexure I-VI). Both the envelope should be enclosed in a separate sealed envelope super-scribed suitably TENDER ENQUIRY FOR PRINTING AGENCIES FOR NHSRC, ADDRESSED to PAO, NHSRC with the address of the company on the bottom left hand side of the cover.

- v. In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
- vi. All documents submitted should be self-attested with seal of the bidder.
- vii. Bidders are requested to see the tender site www.nhsrcindia.org or regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.
- viii. The Tender document can also be downloaded from the website www.nhsrcindia.org and when submitted should be accompanied by a DD in favour of "National Health Systems Resource Centre" payable at Delhi of an amount of Rs. 1000/- Tenders may be sent by registered post/or may be dropped in Tender Box in this office, held at the Reception so as to reach before 1500 hrs. On 24 Mar 2020;. NHSRC shall not be responsible for any postal delays.
- ix. Tenders shall be opened in the presence of tenderers or their authorised representatives if they wish to attend (only 1 rep).

12. Financial Bid:

The Financial Bids must be submitted in the prescribed format at (Annexure-VII) in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers who are found technically suitable will be opened on a specified date and time to be intimated to the eligible tenderer only. A duly constituted Tender Evaluation Committee will evaluate the Commercial Bids.

13. Bid Security (EMD)

- i. Each tender must be accompanied by Bid Security / EMD "in original" for an amount of Rs. 100,000.00 in the form of a Demand Draft/ Pay Order/FDR in favour of "National Health Systems Resource Centre" Payable at Delhi. EMD should be valid upto 3 months starting from the last date of submission of Tender.
- ii. The Bid Security shall be valid and remain deposited with the Indenter for the period of forty-five days beyond the final bid validity period.
- iii. In case of non-submission of Bid Security, the tender would be rejected without assigning any reason.
- iv. No interest shall be payable by the Indenter on the Bid Security.
- v. The Bid Security is liable to be forfeited if the Bidder withdraws or impairs or derogates the bid in any respect within the period of validity of this offer.
- vi. The lowest rate for all description of work will be offer to all vendors for empanelment, where they may or may not accept. However the vendor who has bid lowest and does not accept the offered, EMD will be forfeited. If such vendor has exemption from MSME/NSIC, and do not accept, a letter will be sent to MSME/NSIC that in future such exemption be withheld from the vendor.

14. Performance Security

- i. The successful bidder shall furnish Performance Security for an amount of 7% of the total value of the bid to ensure due performance of the contract within fifteen (15) days or earlier from the date of receipt of purchase order from NHSRC.
- ii. The Performance Security shall remain valid for a period of one year beyond the date of completion of all contractual obligations of the Work Order/Agreement.
- iii. Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.
- iv. The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligations or validity of empanelment.
- v. The Performance Security shall be furnished in the form of a Demand Draft/Pay Order / BG favouring "National Health Systems Resource Centre" Payable at Delhi.

15. Communication of Acceptance

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/e-mail or a formal letter of 'Acceptance of Bid' or 'Work Order' informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder. Non-performance of any such obligations make the bidder liable for consequential effects.

16. Disclaimer

The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

17. Indemnification

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third-party claims. The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim.

Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

18. Payment Terms & Conditions:

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

- All payments from NHSRC shall be made by Cheque or Bank Transfer at each stage.
- Payment of Bills would take 2 weeks time on an average. However, no interest or penalty would be paid by NHSRC in case of delay in payment due to official reasons.
- No payment shall be made in advance or that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.
- Bills shall be submitted on full completion of work with duly attached purchase order and copy of challan, if any.

19. Arbitration

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred for sole arbitration by any person to be nominated by the Executive Director, NHSRC. The award of the arbitrator so appointed shall be final and binding on both the parties.

20. Notices

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the Indenter or Bidder.

21. The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that none of the bidder has quoted lowest rates in the all items, then lowest rates of all the items from all of bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC and the bidders who will be on the panel will be treated at par and work to these bidders would be awarded on distribution basis.

Signature of the Bidder
(Authorised Signatory)

Witnesses: -

1.

2.

Checklist for Pre-Qualification cum Technical Bid

(Please also see eligibility criteria on page 2)

Following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a Sealed Envelope Super-scripted **“TECHNICAL BID”**

Sl. No.	Items to be submitted	Remarks
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed and stamped by the bidder or his authorized representative of the bidder. Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in Annexure-II .	
3.	(a) Bid Security (EMD) Annexure-III (A) (b) Refund of Bid Security (EMD) Annexure-III (B)	
4.	Attested Copies of following Annexure -IV (a) Income Tax Return for the last three years/Annual turnover (b) PAN No/TIN No. (c) Service Tax Registration Certificate	
5.	Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last five years) along-with endorsement from the concerned Institution. Annexure - V	
6.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per Annexure - VI (on Non-Judicial stamp paper of denomination of Rs. 50/-)	
7.	Letter stating - (a) Proof of operation for 3 years (b) Availability of in-house facilities	As per Clause 2 (a) Clause 2(g)

Signature of Bidder
(Prop. / Partner/ Authorized Signatory)
Name & Address with Seal of the firm

(FOR OFFICIAL USE ONLY)

TECHNICAL BID**Additional Information**

(To be submitted in a sealed envelope to PAO, NHSRC, NIHFV Campus, Baba Gangnath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)

1. Name & Address of Bidder/ Indian Agent:
2. Permanent Income Tax A/c No. of the bidder:
3. Name & Address of Banker of the Bidder:
4. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under

- (i) The Indian Companies Act, 1956
- (ii) The Indian Partnership Act, 1932
- (iii) Any act, if not, who are the owners (Please give full Names and Address)

5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further:-

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

6. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

Signature of witness

Full Name and Address of Witness

Signature of Bidder

1. Full name & address of Person signing
(In BLOCK LETTER)

2. Whether signing as Proprietor/ Partner/
Constituted Attorney / duly authorized by
company.

Annexure - III (A)

Bid Security (EMD)

Bid Security (EMD) as required by this Tender Enquiry is being submitted in the form of Demand Draft/ pay order/ favouring the “**National Health Systems Resource Centre**” payable at Delhi and duly discharged in its favour in advance.

Details of Demand Draft/Pay order attached:

No. _____ Dated _____

Drawn on (Bank): _____

Amount: _____

**Signature of Bidder
(Prop. / Partner/ Authorized Signatory)
Name & Address with Seal of the firm**

Refund of Bid Security (EMD)

Received with thanks from “**National Health Systems Resource Centre**” as refund of Bid Security (EMD).

Details of Demand Draft/Pay order are:

No. _____ Dated _____

Drawn on (Bank): _____

Amount: _____

**Signature of Bidder
(Prop. / Partner/ Authorized Signatory)
Name & Address with Seal of the firm**

Income Tax Return & PAN Number

Self Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

Details	Remarks
Copies of Income Tax Returns for the Financial Years (for last three years)	
Copy of Permanent Account Number	
Copy of Service Tax Registration Number	
Copy of VAT/Sales Tax Registration Number, if any	

**Signature of Bidder
(Prop. / Partner/ Authorized Signatory)
Name & Address with Seal of the firm**

Annexure - V

Proof of successfully providing of the similar services i.e. certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last five years) along-with endorsement from the concerned Institution

(a) Whether any work of Govt. or Semi Govt. Dept or Reputed Private Organization has been done in previous year Y/N_____

(b) It yes, furnish full details _____

**Signature of Bidder
(Prop. / Partner/ Authorized Signatory)
Name & Address with Seal of the firm**

UNDERTAKING

(To be submitted on Rs. 50/- stamp paper)

Declaration by the Bidder

I/We _____ hereby declare that:

1. I/We am/are the provider of printing and publication related services duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to provide the publication related services at the prices and rates mentioned in the price bid.
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for the all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
7. The tender document has been downloaded from the official website i.e. www.nhsrcindia.org and/or tender website in for bidding purpose and is a true copy of the original.
8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in NHSRC.

**Signature of Bidder
(Prop. / Partner/ Authorized Signatory)
Name & Address with Seal of the firm**

FINANCIAL BID**Cost for Printing**

- 1) Printing comprises the cost involved in processing, plate-making, printing, lamination, binding, purchase of paper for text and cover of the publication and delivering the ready products at the indicated venue.
- 2) The cost is exclusive of taxes. GST as applicable on the date of work completed will be applicable.
- 3) As per the instructions of Central Vigilance Commission, no negotiation will be made except with the lowest tenderer. The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that none of the bidder has quoted lowest rates in the all items, then lowest rates of all the items from all of bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders unless decision to cancel the process is taken. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC and the bidders who will be on the panel will be treated at par and work to these bidders would be awarded on distribution basis.
- 4) The rates are to be quoted for 500, 1000 and 2000 copies and that shall be the basis for determining L-1 (Column 4 and Column 5). These rates are to include the cost of paper, printing, binding (centre staple for books up-to 48 pages and perfect binding with section sewing for books from 49 pages onwards).
- 5) The details of fixed and recurring cost are to be provided in the attached format (Financial Bid – Table 2).

Financial Bid - Table 1

1	2	3				4			5			6		
SI No	Item	Specifications				Rate per book (Document) Inclusive of all taxes (in Rs)						Rate for Plus/minus 4 pages and their multiples		
				Type of paper (for Cover)	Type of paper (for text)	Column 4 Page(s)96 + cover			Column 5 Page(s) Upto 200 + cover					
		Trimmed size												
1	Books	A-4	Cover and text Printing in 4 colour, Lamination and Perfect binding	300 gsm matt finish, art paper	100 GSM, matt finish, art paper									
				130 gsm matt finish, art paper										
		7 X 9.5 Inch		300 gsm matt finish, art paper	100 GSM, matt finish, art paper									

					130 gsm matt finish, art paper							
2	Brochure/Folder	7 X 11 inch (3/4 folds)	170 GSM art paper, Multi- colour printing, creasing, Lamination and folding	500	1000	2000	Remarks					
		9 X 22 inch (3/4 folds)										
		A4 x 3 folds										
3	Brochure/Folder	7 X 11 inch (3/4 folds)	Glossed, 220 GSM art paper, Multi-colour printing, creasing, Lamination and folding	500	1000	2000	Remarks					
		9 X 22 inch (3/4 folds)										
		A4 x 3 folds										
4	Poster	9 X12.5 inch	170 GSM art paper, Multi- colour printing and Lamination	500	1000	2000	Remarks					
		17 X22 inch										

		29X39 inch					
5	Docket	Including 2 + Pockets (eg; 8.5” x 4” & 0.25” spin on both sides) Up to 9” x 12.5” Closed size	350 GSM art paper, Multi— colour printing, creasing, die cutting for pockets, fabrication and Lamination	500	1000	2000	Remarks

Financial Bid - Table 2

SI No	Size	Colours	Details		Number of Copies (for book of 96+4 pages)		
					500	1000	2000
1	Book A-4	2*4	Fixed Cost	Processing			
				Plate Making			
			Recurring Cost	Cover Paper			
				Text Paper			
				Cover Printing			
				Text Printing			
				Lamination			
		Binding					
		4*4	Fixed Cost	Processing			
				Plate Making			
			Recurring Cost	Cover Paper			
				Text Paper			
				Cover Printing			
				Text Printing			
Lamination							
Binding							
2	Book 7 X 9.5 inch	2*4	Fixed Cost	Processing			
				Plate Making			
			Recurring Cost	Cover Paper			
				Text Paper			
				Cover Printing			
				Text Printing			
				Lamination			
		Binding					
		4*4	Fixed Cost	Processing			
				Plate Making			
			Recurring Cost	Cover Paper			
				Text Paper			
				Cover Printing			

				Text Printing			
				Lamination			
				Binding			
3	Brochure/Folder7 X 11 inch	2*4	Fixed Cost	Processing			
			Recurring Cost	Plate Making			
				Paper			
				Printing			
		Lamination					
		4*4	Fixed Cost	Processing			
			Recurring Cost	Plate Making			
				Paper			
Printing							
Lamination							
4	Brochure/Folder9 X 22 inch	2*4	Fixed Cost	Processing			
			Recurring Cost	Plate Making			
				Paper			
				Printing			
		Lamination					
		4*4	Fixed Cost	Processing			
			Recurring Cost	Plate Making			
				Paper			
Printing							
Lamination							
				Binding/creasing and folding			

