



TRAVANCORE DEVASWOM BOARD

culturaldirectortdb@gmail.com

No. 14/26/CA.2

**Office of the Director,
Cultural & Archaeological Department,
Thiruvananthapuram -695003
Mail Id:culturaldirectortdb@gmail.com
27.04.2026**

“Quotation Notice for DTP, System Work and CTP Plate making”

ROC.No.13514/17/CA Dt.22.04.2026

- I. Sealed Competitive Quotations from reputed printing presses/trade shops equipped with modern facilities for system work, computerized type setting, single and four colour plate making by CTP unit of proven standard are invited for assignment of pre-press works, for a period of five years from the date of issue of work order. The bidder may produce documentary evidences in proof of his claim to have the facilities in his unit.
- II. The following are the essential facilities.
1. Scanner 1200 X 1200 dpi
 2. CTP for platemaking with fully automatic processor
 3. Digital colour proofing and copier unit.
 4. Computer with necessary software for photoshop, coreldraw, Indesign software and other advanced communication facilities. (Virtual network system is desirable).
 5. Service of qualified Artists with atleast three years experience in DTP and colour system work is desirable.
- III. System works:-
1. Charges/rates per page for system works of miscellaneous items shall be quoted for A1, A2, A3, A4, A5, A6 size. For other miscellaneous items of work in matric size per page wise basis (Colour Work). Rates per set of copies exceeding 10 to 20, 20 to 50, 50 to 100 and so on to be quoted.
 2. Rate for Plate making Works:-
 - a) Single colour plate making by CTP in Demy Size (522 mm x 640 mm)
 - b) Multi colour Demy size (522 mm x 640 mm)

- c) Single colour Double Demy size (770 mm x 927 mm)
 - d) Multi colour Double Demy size (770 mm x 927 mm)
 - e) Type matter setting with/without pictures in different type size.
 - f) Setting of calendar in single, double, triple and four colour
 - g) Visiting cards at the rate per card in mm size per single, double, triple and multi colours
- IV. Bidders are advised to quote their rates in the prescribed format appended herewith for facilitating tabulations of rates and avoiding possible ambiguity in preparing bills.
- V. 1) The rates shall be inclusive of all taxes, GST; Delivery of the items shall be as per the directions of the department.
- 2) All the quotations shall be accompanied by EMD of Rs. 5000/- by D/D or Cheque in favour of the Cultural Director. The EMD of the successful bidder will be retained till the expiry of the validity period.
- 3) EMD of the others will be returned after finalization of the quotation.
- 4) The successful bidder shall execute an agreement on stamp paper of Rs.200/- after furnishing security deposit of Rs.10,000/- or by bank guarantee. This will be released only after the expiry of the tender, if, no liability is outstanding against him in this regard.
- 5) Last date for submission of the Quotation – 07.05.2026 02:00 PM
- 6) Date of opening – 07.05.2026 02:30 PM

DIRECTOR
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Item No. IV above
Format for Rate Quoting (Price Bid)
Part I

1. Charge/rate for system work in Single colour, double, triple and multi colours in metric size.
 - (i) A 1 in Rs.
 - (ii) A2 in Rs.
 - (iii) A3 in Rs.
 - (iv) A4 in Rs.
 - (v) A5 in Rs.
2. Visiting Card per A3 size/Rates per set of copies exceeding.
 - (i) 100 Copies
 - (ii) Multiples of 100
3. Plate making by CTP
 - a) Single colour in Demy Size 522 mm x 640mm/plate
 - b) Multi colour in Demy size 522 mm x 640mm/set of four colour
 - c) Single colour Double Demy size 770 mm x 927 mm/Plate
 - d) Multi colour Double Demy size 770 mm x 927 mm/set of four colour
4. Typesetting with/without pictures in different type sizes
 - a) Setting of calender in Demy size Rs./-page of Demy size
 - b) Setting of calendar in Demy size, four colour separation from the given proof
 - (i) Single colour
 - (ii) Double colour
 - (iii) Four colour

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