

**CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND  
INFORMATION RESOURCES**

**DR. K.S. KRISHNAN MARG, NEW DELHI - 110012 &  
14, SATSANG VIHAR MARG, NEW DELHI - 110067**

CSIR-NISCAIR/MC/16/2014

22<sup>nd</sup> August, 2014

**OFFICE MEMORANDUM**

**Sub: Rates for printing jobs undertaken by NISCAIR for CSIR Hq/CSIR Labs and other Government Departments – Revision thereof.**

The Management Council considered and approved the proposal for review of rates for printing jobs undertaken by NISCAIR for CSIR Hq/CSIR Labs and other Government Departments as given below *with immediate effect*.

Rates of Designing Services are as follows:

Sr No.	Activity (Description of Job)	<del>Proposed</del> New Rates (₹)	Current Rates (₹)
1.	<b>Cover Design</b> (Front & back) Any Size Four Colour	<b>5500/-</b>	5000/-
	Two Colour	<b>3500/-</b>	3000/-
	Single Colour	<b>2500/-</b>	2000/-
2.	<b>Cover Design</b> Any Size (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Cover) Four Colour	<b>8000/-</b>	5000/-
	Two Colour	<b>6000/-</b>	3000/-
	Single Colour	<b>4000/-</b>	2000/-
3.	<b>Folder/Flair</b> Design (Any size) with Formatting and Redrawn/Improved Graphics	<b>5500/-</b>	5000/-
4.	<b>Brochure</b> Design (Any size) with Specialized Formatting and Redrawn/Improved Graphics	<b>8000/-</b>	5000/-
	1-16 page Brochure 17-32 page Brochure	<b>14000/-</b>	8000/-
5.	<b>Poster/Banner/Backdrop</b>	<b>9000/-</b>	8000/-
6.	<b>Illustrations and Pictures</b> Redrawing Creative/ Technical Illustration (Collage/ Logo/ Organisational Chart /Bar Chart/ Pie chart/Table etc.)	<b>400/- (col) each</b>	350/-
		<b>230/- (b/w) each</b>	200/-
	• Editing/Resolution etc of Pictures/Graphics	<b>50/- each</b>	---

7.	<b>Creative Specialized Layout Design with Formatting</b> for Magazine/ Coffee Table Book/Report etc. (Any size) (illustration/Pics charges extra)	<b>250/- Per Page (4 col)</b>	75/- Per Page
		<b>125/- Per Page (b/w)</b>	50/- Per Page
8.	<b>Invitation Card Design</b> (Any size)	<b>2000/-</b>	1000/-
9.	<b>Style sheet/Letter Head/ Certificate Design</b> (Any size)	<b>1500/-</b>	1000/-
10.	Digital Prints Certificates/ Posters (220-250 gsm) One side print A4 size (<35)	<b>25/- pp</b>	---
	A3 size (<35)	<b>50/- pp</b>	---

Rates of Plate Making and Printing Services are as follows:

Sl. No.	Activity	<del>Proposed</del> New Rate in Rs	Current Rates in Rs		
1	Making PS Plate for Offset Printing	225	195		
2	Printing Per 1000 Imp/Per colour/Per side	200	175		

Rates of Formatting (DTP) of different sizes of publications are as follows:

Sl.	Sizes	Type of Jobs	New <del>Proposed</del> Rate of Page Formatting & Corrections only Rate per page (Rs.)	Current Rates (Rs.)*
1.	<b>For any size</b> Demy Quarto (6 ½ × 9½'') Or Demy Octavo (4 × 7'') or Royal Octavo (4 ½ × 7 ¾'') or Crown Quarto (5 ½ × 8 ½'')	<b>For all B&amp;W Jobs</b> Running Plain Text with Heading and Sub-headings(Solid)	Rs. 50/-	Rs. 26/-
		Text data comprising with Tables and Figures (B&W or Color Fig.)	Rs. 80/-	Rs. 26/-
		Scientific & Technical Text data comprising with Tables, Mathematical Equations and Figures (B&W or Color Fig.)	Rs. 110/-	Rs. 26/-

2.	<b>For any size</b> Demy Quarto (6 ½ × 9½") or Demy Octavo (4 × 7") or Royal Octavo (4 ½ × 7¾") or Crown Quarto (5 ½ × 8 ½")	<b>For all Color Jobs</b> Running Plain Text with Heading and Sub-headings(Solid)	Rs. 150/-	Rs. 26/-
		Text data comprising with Tables and Figures	Rs. 180/-	Rs. 26/-
		Text data comprising with Tables, Mathematical Equations and Figures	Rs. 200/-	Rs. 26/-

**Note**

- Two proofs in B&W will be given for all jobs . For extra proof Rs. 3/- per page will be charged extra.
- Rs. 10/- per sheet will be charged extra for output on translucent sheet.
- One 4-color printout(final) will be given for color jobs. For extra color printout Rs. 12/- per page will be charged extra.

*(Handwritten Signature)*  
26/8/17

(Simesh Verma)

Controller of Administration

**Copy to:**

1. Mrs. Deeksha Bist, Head/ Print - Production
2. Sh. Shiv Kr. Markhan, Incharge DTP
3. Mrs Supriya Gupta, Incharge Production
4. Sh. K.B. Nagpal, Incharge Printing
5. Mrs. Neeru Sharma Incharge Art & Graphics
6. PS to Director
7. F&AO
8. NISCAIR Website