

SPECIFICATIONS FOR DESIGNING AND PRINTING OF ANNUAL REPORT AND ANNUAL ACCOUNTS (BOTH IN BI-LINGUAL) IGNCA

Sl. No.	Items	Specifications for Annual Report	Specifications for Annual Accounts
1.	Number of words	Approximate 17000 each in English and Hindi	Approximate 9000 each in English as well as Hindi
2.	Number of pages	150 + (-) 4	100 + (-4)
3.	Photographs in colour	20	Nil
4.	Size	8.25 x 11.75 inches	8.25 x 11.75 inches
5.	Text paper	130 gsm warmish matt	130 gsm warmish matt
6.	Cover paper	300 gsm mango matt	300 gsm mango matt
7.	Fabrication	Perfect binding	Perfect binding
8.	Cover page	Laminated thermal	Laminated thermal
9.	Printing	Four colour offset printing	Four colour offset printing
10.	Number of copies	200	200
11.	Cost of printing	Rs.	Rs.
12.	Cost of Designing	Rs.	Rs.
13.	Total cost of both of booklets	(In words) - Rs. (In figure) - Rupees	

Name of Vender

Signature and stamp of Vender