

Commodity - Postal Item UNSPSC 44122021

Stamp Albums(Deluxe with envelope)

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Type												
1	Type of paper	Ch	Handmade paper						v			
GSM												
2	GSM of paper	N	400						v			
Cover page												
3	The cover page of album will be bounded with 170 gsm imported art paper	Ch	Yes						v			
Size												
4	Size of album (in mm x mm)	N	200 x 270						v			
Type of Stitching												
5	Type of Stitching on album	Ch	Thread stitching						v			
Lamination												
6	Lamination	Ch	front and back pages						v			
Binding												
7	The album would be bound with 32oz hard board with 170gsm imported art paper		Yes						v			

8	The album would be bound in a book form containing 4 leaves of 400GSM handmade paper	Ch	Yes						v			
Envelope												
9	Type of paper	Ch	Handmade paper						v			
10	GSM of paper	N	200						v			
11	Size of envelope(in mm)	Ch	230 x 300						v			
12	Colour		Red	Green					v	v		
Printing												
13	Type of printing	Ch	offset						v			
14	Multicolour printing on front and back pages as per design provide by Department of Posts	Ch	Yes						v			
15	One logo each would be printed in golden colour on inner side of the front and back cover	Ch	Yes						v			
16	Only address of the office and logo of the Department would be printed on one side	Ch	Yes						v			
Quantity												
17	Number of albums	N	10000						v			

Commodity - Postal Item UNSPSC

First Day Covers

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Validation / Remarks	Unit	M	F	G	Demand Aggregation
General												
	Discription of work	Ch	Printed wholly or partly on one or both sides of the finished covers as per the design provided bt the department generally in CD or						√			
Paper												
1	Type of paper	Ch	Superior quality milky white imported art paper						√			
2	GSM of paper	N	130						√			
Size												
3	Size of finished cover(in mm x mm)	Ch	11x 22						√			
4	Width of flap would be 40 mm top open	N	Yes						√			
Style of Printing and general layout reproduction												
5	Method of reproduction	Ch	offset						√			
6	The reproduction of design with title inscribed in Hindi and English to a given size on the covers	Ch	Yes						√			

7	The covers might be printed in multi-colour on both side of the open size of the cover according to the occasion and instructions given by the office	Ch	Yes						√			
8	The covers might be also printed with coloured background below the design on one side of the open size of the cover ,ie front and backsides of the finished covers	Ch	Yes						√			

Commodity - Postal Item UNSPSC 44122021

Stamp Album

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Type													
1	Type of album	CH	VIP Album Khadi Silk Strip double colour with envelope or stamp album type- B	VIP Album Khadi Silk single colour with envelope or stamp album type- C	VIP Album Velvet single colour with envelope or stamp album type- D	VIP Album Silk multi colour designed with envelope or stamp album type- E	VIP Album Khadi touch white fabric with red colour strip with envelope or stamp album type- F			√	√		
Paper													
2	Type of paper (album)	Ch	High quality Art paper with leather touch	Handmade paper						√	√		
3	Type of paper (envelope)	Ch	Handmade paper							√			
Grammage													
4	GSM of paper(album)	N	250							√			
5	GSM of paper(envelope)	N	200							√			
Size													
6	Size of Album(mm x mm)	EN	260 x 310							√			
7	Size of Envelope (mm x mm)	EN	260 x 310							√			

8	Size of frame (mm x mm)	EN	261 x 310							√			
Fabric													

9	Type of fabric	Ch	Good quality of branded khadi silk fabric of horizontal pattern for binding and covering would be used as per the colour and design of the department for base cover and strip purpose	Good quality of woven tufted fabric in which the cut threads are evenly distributed ,with a short dense pile and velvet fabric for binding and covering would be used as per the colour and design of the department for base cover and strip purpose	Good quality of khadi touch white fabric with red colour strip of horizontal pattern for binding and covering would be used as per the colour and design of the department for base cover and strip purpose						√	√			
Base Binding															
10	Base binding	Ch	The album would be bounded on 4mm thick medium density particle board									√			
Padding															

11	Padding on front and back side	Ch	The base binding would be padded with thickness of 3mm low density foam								√			
Cover Page														
12	The cover page of album would be bounded with 150 GSM imported art paper	Ch	Yes								√			
Framing														
13	The internal display panel would be prepared with high quality art paper with leather touch for the inner base and frame.	Ch	Yes								√			
Strip														
14	Good quality of branded khadi silk fabric with 4.25 x 26 cms both sides with brandstrip of department logo in the the centre of the strip	Ch	Yes								√			

15	The frame would be designed in such a way to accommodate the sheetlet, First day cover, Full sheet stamp block of four stamp and brochure on both side of the inner display panels		Yes								√			
Display Framing														
16	Ultra clear 175 micron thick of branded quality transparent clear scratch less sheets would be used for the display frame with dust free	Ch	Yes									√		
National Emblem														
17	A high quality antirust gold layered polished on brass metal Lion Crest mounted in the centre of the cover and branded quality of adhesives would be used for spotless presentation of the album	Ch	Yes									√		
Printing process														

18	By Multicolour UV printing on front/back pages and screen printing on the required space as per design and colour specified by Department of Posts for logo ,address etc in a CD	Ch	Yes								√			
19	On the envelope only address of the office and logo of the Department would be printed on one side	Ch	Yes								√			

Commodity - Postal Item UNSPSC 55101532

Year Pack

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Type													
1	Type of pack	Ch	Stamp	Miniature sheet	FDC	Sheetlet	My stamp			√	√		
Size													
2	Size of pack(in inch)	Ch	9.5 x 11	9.5 x 12	9.5 x 12.5					√	√		
Pocket													
3	Material	Ch	Eco friendly and non-stick polypropylene sheet							√			
4	Number of pockets/leaflets(front/ back Hawid/including butter paper)	N	2	4	10	20				√	√		
Cover													

5	Material of cover	Ch	Super thick and appropriate poly cover thickness Taiwan black sheet							√			
Capacity													
6	Capacity of pack	Ch	Holds upto 2 Hawid or clear view stripes welded in each pocket /leaflet	Holds upto 6 Hawid or clear view stripes welded in each pocket /leaflet	Holds upto 40 sheetlets clear view stripes welded in each pocket /leaflet					√	√		
Printing													
7	Type of printing	Ch	offset							√			
8	Colour	Ch	Multicolour							√			
Quantity													
9	Number of year packs	Ch	2000							√			

Commodity - Postal Item UNSPSC

Special Presentation Packs

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Type													
1	Type of pack	Ch	with 2 leaflets	with 4 leaflets	with 6 leaflets	with 8 leaflets				√	√		
Size													
2	Size of pack(in inch)	Ch	9.5 x 12							√			
Pocket													
3	Material	Ch	Eco friendly and non-stick poly propylene sheet							√			
4	Number of pockets/leaflets(including butter paper)	N	2	4	6	8				√	√		

Cover														
5	Material	Ch	Super thick and appropriate poly cover thickness								√			
Capacity														
6	Capacity of pack	Ch	Holds upto 4 A4 size presentation pack clear view	Holds upto 8 A4 size presentation pack clear view	Holds upto 12 A4 size presentation pack clear view	Holds upto 16 A4 size presentation pack clear view					√	√		
Printing														
7	Type of printing	Ch	offset								√			
8	Colour	Ch	Multicolour								√			
Quantity														
9	Number of year packs	Ch	4000								√			

Commodity - Postal Item UNSPSC

My Stamp Presentation Pack

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Paper													
1	Type of paper	Ch	art paper							v			
2	Grammage of paper(GSM)	N	350							v			
Pocket													
3	Size of pack(in inch)	Ch	9.5 x 12.5							v			
Cover													
4	Material	Ch	Eco friendly and non-stick poly propylene sheet							v			
5	Number of hawids(including butter paper)	N	2							v			
6	Material	Ch	Super thick and appropriate poly cover thickness							v			

Capacity														
7	Capacity of pack	Ch	Holds upto 2 A4 size presentation pack clear view	Holds upto 4 A4 size presentation pack clear view	Holds upto 8 A4 size presentation pack clear view	Holds upto 12 A4 size presentation pack clear view	Holds upto 16 A4 size presentation pack clear view				v	v		
Printing														
8	Type of printing	Ch	offset								v			
9	Colour	Ch	Multicolour								v			
Lamination														
10	Type	Ch	Thermal								v			
Quantity														
11	Number of year packs	Ch	10000								v			

Commodity - Postal Item UNSPSC 44111809

Information Sheet(Brochure)

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Paper													
1	Type of paper	Ch	Superior quality milky white art paper							v			
2	Grammage of paper(GSM)	N	130							v			
Size and Work													
3	Size of Brochures (in cm x cm)	Ch	29.7 x 19	37 x 19	54 x 16.5					v	v		
4	Multicolour and bilingual 6 pages(three pages on each sides)in open size 29.7 cms x 19cms and 37 cms x 19cms would be folded twice to 9.9cm and 12.9 cm respectively. The brochure size 54 cm x 16.5 cm would be folded in middle	Ch	Yes							v			
5	The text occupying space of each page would be 8 cm x 16 cm, 17.5 cm x 11.5 cm and 13.5 cm x 10.5 cm exactly,leaving equal vertical marginal breathing space of 0.95cm wide and similar horizontal space of 1.5cm width at top and bottom	Ch	Yes							v			

Language and Quantity												
6	Languages used	Ch	English	Hindi						v		
Material for Production												
8	Text in English and Hindi, sample ground colour and a multicolour stamp, design/layout, artwork etc would be produced	Ch	Yes							v		
Time Schedule												
8	Text in English and Hindi would generally be supplied six to seven days before the date of requirement of Brochures for immediate composing and approval of its galley proofs. After composing the text the printer would apply spell check and the first proof to minimize the corrections before submission of galley proofs	Ch	Yes							v		
Printing												
9	Type of printing	Ch	offset							v		
10	Colour	Ch	Multicolour							v		
11	One side of the open size of the brochure has multicolour printing with the given artwork or design as per layout which would be indicated for each work separately	Ch	Yes							v		

12	Text in English and Hindi would be printed generally in black covering the 3 inner and one outer page	Ch	Yes							v			
13	The printer would print one or more colour designs in the inner pages,ie, colour printing on both sides of open size of the brochure for which the complete machine colour proof would be approved by the Department	Ch	Yes							v			
Packing and Delivery													
14	The copies would be packed fully covered with thick craft paper,into packets of 10 or 100 or even more copies as per the distribution list supplied	Ch	Yes							v			
15	Each packet would be labeled with the name of the station showing the number of copies in the packet and would be delivered to Sr.Postmaster,Philatelic Bureau,Sansad Marg,New Delhi-110001	Ch	Yes							v			

Commodity - Postal Item UNSPSC

Block of Four Presentation Packs

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Size													
1	Size of pack(in inch)	Ch	9.5 x 12.5							√			
Pocket													
2	Material	Ch	Eco friendly and non-stick poly propylene sheet and black taiwan sheet							√			
3	Number of pockets/leaflets(including butter paper)	CH	8(front/back hawid)							√			
Cover													
4	Material	Ch	Super thick and appropriate poly cover thickness taiwan black sheet							√			
Capacity													
5	Capacity of pack	Ch	Holds upto 9 hawid or clear view stripes welded in each pocket/leaflet							√			
Printing													
6	Type of printing	Ch	offset							√			
7	Colour	Ch	Multicolour							√			
Quantity													
8	Quantity	N	1000							√			

Commodity - Postal Item UNSPSC

Customised Pack for Special Cover

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Paper													
1	Type of paper	CH	art paper							√			
2	Weight of paper(gsm)	N	350							√			
Size													
3	Size of pack(in inch)	Ch	5.2 x 10.4							√			
Hawid													
4	Hawid(including butter paper)	Ch	OHP sheet							√			
5	Number of pockets/leaflets(including butter paper)	CH	8(front/back hawid)							√			
Printing													
6	Type of printing	Ch	offset							√			
7	Colour	Ch	Multicolour with lamination glossy							√			
Quantity													
8	Quantity	N	50000							√			

Commodity - Postal Item UNSPSC

Khadi Folder

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Paper													
1	Type of paper	Ch	Handmade khadi paper							√			
2	Weight of paper(gsm)	N	300							√			
Size													
3	Size of pack(in inch)	Ch	5.5 x 9.25							√			
Pocket													
4	Number of pockets/leaflets(including butter paper)	N	2(inner pockets)							√			
Printing													
5	Type of printing	Ch	offset							√			
6	Colour	Ch	Multicolour							√			
Quantity													
7	Quantity	N	80000							√			

Commodity - Postal Item UNSPSC

Presentation Pack for First Day Covers, Brochure and Sheetlets

Selling Unit :Quantity- nos.

Sr. No.	Parameters	Type	Value 1	Value 2	Value 3	Value 4	Value 5	Validation / Remarks	Unit	M	F	G	Demand Aggregation
Paper													
1	Type of paper	Ch	art card (with matt lamination and sport UV)							√			
2	Weight of paper(gsm)	N	350							√			
Size													
3	Size of pack(in inch)	Ch	8.5 x 11.5							√			
Hawid													
4	Hawid(onee side two hawid and another side one hawid)	N	3							√			
Printing													
5	Type of printing	Ch	offset							√			
6	Colour	Ch	Multicolour with lamination glossy							√			
Quantity													
7	Quantity	N	10000							√			