

## Guidelines for Printing the Document/Report/Banners/Poster

**Step -1** For sending request to Resource Cell for printing/publication of the Technical report, Documents, Poster, Banner, Pamphlet etc., the concerned division would take necessary approval from the competent authority.

While obtaining approval from the competent authority, the concerned official would also take approval of the printing Performa/specification (**Annex-1**) to be filled up by the concerned official and included in the file.

**Step-2** The Resource Cell would take the necessary action to facilitate printing/publication of the documents on the file marked to the cell by In-charge, F&A. As mentioned in Step-1, the file should contain all the Performa and necessary approvals before placing it to the Resource Cell.

**Step 3** - Resource Cell would float enquiries among various vendors/printers.  
- Receive quotations from the aforesaid printers  
- In case, the amount for the job to be done is > Rs.25,000/-, the case would be referred to the Standing Purchase Committee (SPC).  
- Before Placement of work order, the financial approvals would be obtained from the competent authority

**Step-4** The time taken to process the designated work would vary from case to case basis as indicated below:

If the tentative cost of printing the document is < Rs.25,000/- then it would take about 10-15 days

If the tentative cost of printing the document is between Rs.25,000/- to 2.50 lakhs then it would take about 20-25 days

If the tentative cost of printing the document is > Rs.2.50 lakhs then it would take about 30-45 days

These days are indicative; it may take lesser or more time depending upon the availability of the working staff in TIFAC

**Step-5** The work order would be issued by the Resource Cell once the selection process and necessary approvals from the competent authority is completed.

**Step-6** While assigning the work orders, a clause would need be introduced that printing charges would be based on the number of pages actually got printed and not the document given to the printer as word doc. However, the editing charges could be paid to the agency on the initial number of pages as given to the printer at the time of assigning the job.

**Step-7** The entire designing/editing of the document/poster/banner/report would be carried out in consultation with concern division/scientist.

**Step-8** The agency will send the soft copy or PDF version along with one dummy color copy of the version to the concern division for proof reading and further correction if any before finalizing the work.

**Step-9** The concerned division/scientist would confirm/certify in writing to the Resource Cell about the completion of designing/editing work to their satisfaction and request the cell to go ahead with the printing of the document.

**Step-10** The concerned division/scientist would need to sign on the original bill to confirm the delivery of the reports/document by them before processing the bill by the Resource Cell.