

4209
26/9/19

To

Sub: Inviting sealed Quotations for printing and supply of Institute Magazine for the 2019-20 regarding

Sir,

It is proposed to print 1000 copies of Institute Magazine for the session as per the specifications mentioned below.

SPECIFICATIONS:

1. Total no. of pages -- 236 more or less (English/ Oriya/Hindi/Bengali) as per raw data.
2. Size of Magazine – 11X 9 inches with glazed cover pages.
3. Paper quality – 80 GSM JK Map litho paper for text printing inner pages, 170 GSM for cover pages and 130GSM for inside coloured pages for photograph printing.
4. Total no of colour photographs to be printed will be 20 nos (10 Pages appx.)
5. Front cover page of the Magazine will be multicolored and laminated (both sides)

TERMS & CONDITIONS:

1. The 1st proof of the manuscript containing four languages (English, Oriya, Hindi and Bengali) should be submitted to the Institute within 10 days from the date of receipt of the script.
2. The 2nd and final proof of the manuscript should be submitted for correction within 07 days each one from the date of its receipt.
3. The final printed magazines must be delivered at the Institute on free of delivery cost within 30 days after receipt of the corrected 3rd and final proof of manuscripts.
4. The printer should print the Magazine with the specified approved papers. In case of using substandard quality of paper and printing is not in order, the entire printed materials will be rejected.
5. Successful bidder will have to deposit 10% of the contract value as performance security which is refundable after completion of the job. In case the firm does not deliver the magazine in full number in time, the deposited value will be forfeited.
6. The printer should possess valid GSTIN No and mention the same in the quotation call letters.
7. The printer should submit at least one sample of their printing work in the form of a magazine/bulletin etc., so as to have an idea of the quality of their work.

In case you are interested to undertake the printing work of the Institute Magazine with the above specifications, terms and conditions, you may submit quotation along with sample paper, Art paper and Art Board mentioning the bulk price for 1000 copies, as per our specifications, superscribing on the envelope **“Quotation for Printing of Institute Magazine 2019-20”** should reach the undersigned on or before **04-10-2019**. The rate (inclusive of all taxes including GST where applicable) to be quoted will be valid upto **31-03-2020**. While quoting the rates in bulk rate be quoted. The quotation received in unsealed condition, without GSTIN No. and PAN No, sample Art Board, Art Paper(s) and after the stipulated date, will not be taken into consideration.

The Institute reserves the right to reject any or all quotations without assigning any reason thereof.

This issues with the approval of the Principal.

Yours faithfully,

Administrative Officer

25/9/19