

Sub: Tender enquiry - Calling sealed quotations for printing and supply of Diaries and Calendars for the year 2019 – Reg.

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Sirs,

Sealed quotations are invited for printing and supply of Diaries and Calendars for the year 2019 as per the quantity and specifications given below:

Sl. No.	Description of the item/specifications	Qty.	Unit Rate (Rs)	Total amount (Rs)
i)	Printing and binding of the Diary 2019: 5.5' X 8' closed sized, 80 GSM Maplitho Paper 256 pages – 20 pages 2 colour printing, 236 pages (notes) single colour printing, 4 Nos. separators with Flaps – 300 GSM Art card, 4 + 4 colour printing, Title: 300 GSM Art Card – 4 + 4 colour printing, binding 25 mm white Wipro Binding (as per the sample available in Stores Section, NIRDPR)	2000		
ii)	Printing and supply of NIRDPR Calendar 2019 (including additional page): Size: 57 cms L X 43.5 cms W No.of pages: Back to back printing on 6 pages for 12 months, should use 175 GSM art paper, spiral binding, photographs in multi colour along with captions for insertion (as per the sample available in Stores Section)	4000		

2. Eligibility Criteria & Terms and Conditions:

- i) The rates quoted shall be inclusive of GST and delivery charges.**
- ii) The Institute reserves the right to increase/decrease the number of copies and pages in diaries and calendars.**
- iii) The printer should supply printed material (calendars & diaries) within seven (07) days of issuance after final strike order is given.**
- iv) The calendars and diaries should be delivered as per the time limit indicated in the work order.**

- v) Demand Draft for Rs. 15,000/- (Rs fifteen thousand only) towards EMD drawn on any commercial bank in favour of "NIRDPR" payable at Hyderabad to be enclosed. The EMD submitted against tender enquiry shall not carry any interest whatsoever.
- vi) Firm registration/GST/PAN proof to be enclosed.

3. Your sealed quotation duly marked on the cover as "**Quotation for printing and supply of Diaries and Calendars (2019)**" so as to reach on or before **21.12.2018** in the **Stores Section, NIRDPR, Rajendranagar, Hyderabad – 500 030**.

Yours faithfully,

ASST. REGISTRAR (T)