

Invitation of Bids for Printing of Annual Reports

The Institute invites Bids from reputed and established Printers for printing of its Annual Report (*Bilingual*) for the financial years 2016-17, 2017-18 and 2018-19, as per details given below:-

1. **Size (Finish)** : 8.25" X 10.75"
2. **Total No. of Pages** : 236+4 Pages of Cover per Annual Report
3. **Colour** : Four Colour throughout
4. **Paper**
 - For Cover : Art Card 300 gsm
(*Matt Finish*)
 - For Inside Pages : Magno Art Page 130 gsm
(*Matt Finish*)
5. **Binding** : Perfect
6. **Lamination** : Matt Finish
7. **No of Copies** : 300 per Annual Report

The typed matter of Annual Reports will be provided (English & Hindi) which will be formatted/designed as per requirements of the Institute after incorporation of photographs etc. at desired places.

The printed Annual Report of the previous years, if required, can be perused after visiting the Institute.

The sealed quotation giving rates per copy inclusive of all the components including page designing & scanning of photographs are to be submitted with the undersigned latest by **5 P.M. on Friday, August 30, 2019.**

Besides, the Printer will quote rate for increase/decrease in the number of pages on the basis of block of 04 pages.

The Bidders quoting rates, in any other manner and conditional Bids are liable to be summarily rejected.

The Bids received will be opened at 5.00 P.M. on the same day in presence of the Bidders who choose to be present on the occasion.

The Rate are to be quoted exclusive of GST.

(Administrative Officer (I/c))
Mobile: 8527893438