



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय

AMARKANTAK (M.P.)

अमरकंटक (म.प्र.)

(A National University established by an Act of Parliament)

(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Limited Tender Enquiry

Subject: Limited tender enquiry for Printing of New Year Executive Diaries, Pocket Diaries and Wall Calendar for Year 2015- Reg.

Indira Gandhi National Tribal University, Amarkantak is inviting quotation for Printing of New Year Executive Diaries, Pocket Diaries and Wall Calendars Please quote your competitive rates for Printing as specification mentioned on table below etc. so as to reach to the Office of the Registrar, Indira Gandhi National Tribal University, Amarkantak-484886 (M.P.) on or before 10.12.2014 at 03.00 PM in a sealed envelope. The tender will be opened on 10.12.2014. at 4.00PM.

Particulars Name	Specifications Executive Diaries 2015	Specifications Calendars 2015	Specifications Pocket Diary
Type	Premium art paper in Matte Finish	Multi Coloured wall Calendar in premium art paper with matte finish	Premium art Card
Process	Offset Printing in English/Hindi at specific places in dual colour as specified by the university	photo- offset printing in English	Offset Printing in English with 4 colour as specified by the university
Size	18 cm x 25.5 cm outer size 17.5 cm x25 cm inner size (approximately)	43 cm x65cm (approximately)	8.5cmX11.5cm (approximately)
Format	3 Day A Page with dual colour	3 Months on a Page (Present Month, Preceding Month and Succeeding Month)	One Month a page at the beginning with details of casual and earned leave on one page in dual colour
Binding Specifications	The complete Diary has to be section stitched with 4 stitches	Best quality Wiro wire binding at top with back support	Perfect Binding
Paper	80 GSM SS Maplitho Ballarpur, JK	130 GSM Sinarmas Art Paper/JK Art Paper	80 GSM SS Maplitho Ballarpur/ JK for inside Pages
Inner Pages	60-70 Pages (both sides printing) of 80 GSM Maplitho Paper. Printing of the University logo at top of every page and the University name at Bottom of every page in Hindi/English alternatively.	1 Flyleaf and 6 date sheet both side printing	45-50 Pages (both side printing) of 80 GSM Maplitho Paper in dual colour with 5-10 pages at the back for name, telephone, email etc. logo of university on every page
Colour	Dual Colour	Multi Colour	4 Colour
Info Pages front	16 Pages (both side printing) dual colour-80 GSM Maplitho paper	1 Flyleaf as Info Page in dual colcou-90 GSM Maplitho Paper	5-10 Pages in 4 colour (both side printing) with emergency contact numbers at the back of the diary -80 GSM Maplitho paper
Info pages back	02 pages for UGC/HRD information and University/ District Headquarter important		

	telephone number		
Printing on the Cover Page	Printing of University's s logo and university' name of the front Cover Page.	Printing of University's s logo and University's name and details of University on the Flyleaf Page in dual colour	Printing of university's logo and picture with University's name on the front cover page in dual colour
Front Cover and Bank Cover	Hard case binding wrapped on 18mm board with 130 GSM Art Paper in Matte Finish with lamination		300 GSM Art Card
Front Cover and Back Inside Page	130 GSM Art Paper		
Foiling	University's Name, logo & year- on the cover-Gold Foiling with blind embossing and lamination		University's Name, Logo & Year- on the cover- Gold Foiling with blind embossing and lamination
Number of Copies	1000	1000	2000
Other Specifications	One blank page at the beginning of each month as a planner with quotes from famous personalities		

General Terms & Conditions

1. The quantity mentioned above is indicative and may increase or decrease at the time of placing Purchase Order.
2. The bidder must submit EMD of Rs. 15000/- (Rupees Fifteen thousand only) in form of Demand Draft from any nationalized bank in favour of "Indira Gandhi National Tribal University, payable at Amarkantak". (Preferable in SBI and Central Bank of India)
3. 100% payment will be made after successful completion of the printing and supply of the material. No advance or partial payment request will be entertained.
4. Taxes as per norms of Govt. of India.
5. The rate should be quoted on F.O.R. University Campus, Lalpur, Amarkantak.
6. No packing/forwarding charges will be paid extra.
7. Unsealed quotations will be rejected summarily and quotations must reach on or before the due date.
8. Sealed tender should put in the tender box only.
9. Penalty may be imposed on the late supply of materials or if it is not as per specification subject to maximum 10% of the total cost.
10. University reserve the right to accept or reject any quotation without assigning any reason thereof.

Registrar