

**DR. S. S. BHATNAGAR UNIVERSITY INSTITUTE OF CHEMICAL ENGINEERING
AND TECHNOLOGY, PANJAB UNIVERSITY, CHANDIGARH**

No. SSBUI CET/TEQIP-III/69

Date: 19/09/2018

**Subject: Invitation for Quotations for Posters and Printings for Conference /
Symposium/workshop /FDP etc under TEQIP- III**

Dear Sir,

Dr. SSBUI CET, Panjab University is frequently organizing Conference /symposium/workshop/ FDP etc under TEQIP III. The list of specifications is attached along with our approximate requirement for 1 year for various events.

Kindly quote the best rates for the specified items with specifications given in Annexure-I in the name of Project Head, TEQIP-III, Dr. SSB University Institute of Chemical Engineering and Technology, Panjab University, Chandigarh by 03:00 p.m., 03/10/2018.

- Quotation should be submitted in a sealed envelope superscribed with words “**QUOTATION FOR POSTERS AND PRINTINGS UNDER TEQIP-III PROJECT**”.
- The rates should be quoted inclusive of all taxes and rate should be quoted for each item separately.
- The validity of quotation should be one year.
- For purchase of posters and printings, individual order will be submitted time to time on need based.
- Vendor should submit the details of their reputed clients.
- The rate contract will be split up item wise and awarded to the vendor who happens to be lowest in that particular item.
- The rate contract can be extended further for one year if the delivery is of satisfactory quality.
- Income tax as per existing rate will be deducted at source.
- GST and PAN No should be mentioned.
- 100% payment will be made directly in bank account of the vendor by TEQIP-III, Dr. SSB UI CET after the receipt of bill and acceptance of material.
- The Project Head, TEQIP-III, Dr. SSBUI CET reserves the right to reject any or all offers without assigning any reason thereof.
- The Project Head, TEQIP-III, Dr. SSBUI CET, Panjab University, Chandigarh will be the arbitrator for any dispute. The place of jurisdiction for the purpose of any dispute arising within shall be Chandigarh.

NOTE:- Vendor should submit few samples of their work done (for other reputed institutions) with the quotations.

Thanking You,
Yours Sincerely,

Prof. Anupama Sharma
Coordinator- TEQIP III

Prof. Amrit Pal Toor
Project Head

ANNEXURE-I

**SPECIFICATIONS FOR PRINTING OF SOUVENIR/ CERTIFICATES/ PROGRAMME
BOOKLETS/ COUPONS**

S.No.	Item	Rate per copy				
		100-200 copies	201-300 copies	301-400 copies	401-500 copies	
1.	Printing of Souvenir Size 7" x 9.5"					
	Printing of Souvenir with 32 pages inside multicolor printed on 130 gsm Art Paper 250 pages printed in single color on 100 gsm Art Paper Title Multicolor printed on 300 gsm Art Card with Lamination					
2.	Printing of Souvenir Size 8.5" x 11"					
	Printing of Souvenir with 24 pages inside multicolor printed on 130 gsm Art Paper 250 pages printed in single color on 100 gsm Art Paper Title Multicolor printed on 300 gsm Art Card with Lamination					
3.	Printing of A4 size certificates					
4.	Printing of Program Booklets (of 8 to 15 colored pages) 10.5 × 13.5 cm					
	(price per coloured page may be quoted)					
5.	Printing of Coupons (12 coupons on A4 size paper)					
6.	Printing of Invitation Cards 7" × 5"					
7.	Banner ft ²	10x5	6x5	7x2	6x4	8x3
	Welcome Pane					

	Backdrop Setup made of full colorful flex with text and logo					
	Direction Indicators					
	Parallel hall Backdrop					
	Poster Display Board with lights and Carpeting					
8.	Posters (A5 80 GSM coloured glossy paper)	200 pcs				