



TUMKUR UNIVERSITY
 Vishwavidyalaya Karyalaya, University Constituent College Campus, B. H. Road,
 Tumkur - 572 103

Date:05-01-2017

CALL FOR QUOTATION

Sub: Quotations are invited for Printing of Brochure with envelope, Invitation Cards with envelope, printing certificates, flex, Banners for Gnanasamanvaya-events/programs

Ref: No.TU:AaVe-1783:2016-17/2938 dated 08-12-2016

With reference to the above stated subject, sealed quotations are invited from the reputed firm/company/agency/proprietor for Printing of Brochure with envelope, Invitation Cards with envelope, printing certificates, flex, banners for the programs/events to be organized under 'Gnanasamanvaya'. The items are listed with the specifications, subject to the terms and conditions noted below

SI No	Description	Specifications	Quantity required	Rate to be quoted (all taxes inclusive)	
01	Invitation Card with envelope (including the cost of designing, plate making, digital proofing)	Invitation card: 20 cm x 12 cm digital printing, double colour, single side or two side printing of matter	Up to 100 copies		
			Up to 250 copies		
		Envelope: for the above invitation card (90- 110 GSM), digital printing, double colour, single side printing of matter	Up to 100 copies		
			Up to 250 copies		
02	Brochure/folder/leaflet/pamplet with envelopes (Including the cost of designing, plate making, creasing (2 or 3 fold), digital proofing up to 4 pages)	5.5 inches x 8.5 inches	Up to 100 copies		
			Up to 250 copies		
		8.5 inches x 11.0 inches	Up to 100 copies		
			Up to 250 copies		
		5.5 inches x 8.5 inches	Up to 100 copies		
			Up to 250 copies		
		Envelope for the above Brochure/folder/leaflet/pamplet: 90-110 GSM, digital printing double		Up to 100 copies	
				upto 250 copies	

		colour, single side	copies	
03	Certificates (including the cost of designing, plate making, digital proofing)	21 cm x 30 cm (multicolour printing)	Up to 100 copies	
			Up to 250 copies	
		21 cm x 30 cm (double colour printing)	Up to 100 copies	
			Up to 250 copies	
04	Banner or flex (in English or Kannada) Cost per square feet (including computer designing, digital photoprocessing, proof reading and printing)	Vinyl with adhesive- horizontal (4ft x 6ft)	01	
		Vinyl with adhesive- horizontal (6ft x 10ft)	01	
		Flex (4ft x 6ft)	01	
		Flex (6ft x10ft)	01	

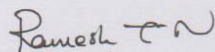
Terms and Conditions

- 1) Sealed envelope should be superscribed as 'Quotations for Printing of Brochure with envelope, Invitation Cards with envelope, printing certificates, flex, Banners-Gnanasamanvaya' with from address.
- 2) Quotations should be valid for 180 days from the submission date of the quote.
- 3) Last date for submission for quotations- **20th January 2017, 2 PM**
- 4) Quotations will be opened on **21st January 2017, 4 PM**
- 5) Quotations should be addressed and submitted to 'T N Ramesh, Coordinator-Gnanasamanvaya, Department of Chemistry, University College of Science, Tumkur University, Tumkur by post on or before **20th January 2017, 2 PM**.
- 6) University is not responsible for the postal delay or other reasons for not reaching the quotations to the concerned.
- 7) Documents supporting the PAN and TIN should be enclosed/provided by the firm
- 8) The price/amount quoted should include all taxes and service charges if any
- 9) No advance payment will be made.
- 10) Tumkur University reserves the right to curtail one/ more items and increase/ decrease the quantity from the above list and payment will be made on actual basis at the same rate.
- 11) Contents/Matter of Brochure/Invitation Cards/certificates/flex, banner will be provided by us.
- 12) Proofs shall be produced by the firm in made up pages and shall be responsible for the first proof reading and responsible for incorporating corrections as per the corrections marked by the coordinator and getting the changes approved before final printing.
- 13) Arrangements for delivering the proofs to the coordinator and collecting them back shall lie with the firm/agency.
- 14) The final version of the published material shall be supplied as requisite hard copy along with open file soft copies and pdf version on a CD or DVD.
- 15) Rate quoted should be inclusive of wastage, no charges shall be made for wastage in the billing.

- 16) Transport charges/any other charges if any should be borne by the firm.
- 17) The university reserves the right to approve or reject the quotes without providing any reasons.
- 18) Quotation rates shall be kept open or valid for a period of one year from the date of finalization of quotation.
- 19) The quotation shall comprise of dummies of invitation card, Brochures/Certificate. Selected firm(s) shall supply the items only at the approved rates.
- 20) The quality of prints should be excellent. Payment will not be made for prints found to be defective, dim or otherwise considered unsuitable.
- 21) For more details please contact 'T N Ramesh, Corodinator-Gnanasamanya, Department of Chemistry, University College of Science, Tumkur University, Tumkur.

Thanking you

Yours faithfully



T N Ramesh
Coordinator-Gnanasamanvaya
Tumkur University, Tumkur

Copy to:

Finance Officer, Tumkur University, Tumkur
Office of the Registrar, Tumkur University, Tumkur
PS to Vice-Chancellor, Tumkur University, Tumkur
System analyst, Tumkur University, Tumkur (to university website)
Office copy