



राष्ट्रीय औद्योगिक इंजीनियरी संस्थान (नीटी)

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन)

विहार सरोवर, डाकघर - नीटी, मुंबई - 400 087, भारत

दूरभाष: (022) 2857 3371 (विस्तार-5539)

वेबसाइट: www.nitie.edu

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE)

(Under Ministry of HRD, Government of India)

Vihar Lake, P.O. NITIE, Mumbai - 400 087, INDIA

Phone: (022) 2857 33 71 Extn. 5539

Website: www.nitie.edu

Enq.No: 519/CPSC/MDP/2016-17/11

Date: 04/01/2017

BY COURIER

Due Date: 31/01/2017 (upto 4.30PM)

Sub: **Printing of MDP Calendar, Course Brochures, Envelopes, Covering Letters, Window Envelopes for the year 2017-18 (i.e. 01/04/2017 to 31/03/2018)**

Dear Sir,

The following printed material is required by this Institute and you are requested to quote the price against each item as per terms and conditions mentioned below:

Sr. No.	Items	Qty. (Approx.)	Unit	Rate	Taxes
1.	Management Development Programme Calendar in Two colour / Four colour in 180gsm Indian Art Card paper with Photographs as per our programme calendar (approx. 8 pages) (Size: 8½" X 11" approx.)	1000 Nos.	Per page & Per Photo		
	Two colour		Per page		
	Four colour		Per page		
2.	Lamination approx. 2 pages as per our requirement (front & back side pages).	2 Pages	Per page		
3.	Suitable Window Envelopes in two colour with NITIE name, emblem, and address with gumming tape and inside lamination on 100 gsm paper (Envelope Size: 12" X 9½" & Flap size: 1½").	1000 Nos.	Per Envelope		
4.	Management Development Programme Brochure in two colour / Four colour (5 selected colour) in Indian Art Card 130gsm paper (Approx. 100 courses X 1000 copies). Brochure Size: 8½" X 5½" as per our requirement.	1000 Copies per course.			
	Two colour		Per page		
	Four colour		Per page		
5.	Window Envelopes in two colour (Size: 10" X 7" & Flap size: 1½") with gumming tape, NITIE name, emblem, address and inside lamination on 100gsm colour paper	10000 Nos. (as per our requirement)	Per Envelope		
6.	Professor In-charge – Executive Education signed covering letter in Hindi and English in blue colour both side printing in 100gsm white Sunshine maplitho paper for mailing of MDP Calendar to various organizations (A/4 size) Two page letter.	1000 Nos.	Per page		
7.	Professor In-charge – Executive Education signed Course covering letter in Hindi and English in blue colour both side printing for quarterly promotional letters for sending to various organizations in white sunshine maplitho 100gsm paper (A/4 size) 750 Nos. for 04 times = 3000 Nos. approx. (Two page letter).	3000 Nos.	Per page		

TERMS AND CONDITIONS

- * Charges for Lamination per page should be quoted separately.
- * Per Page rate should be given separately.
- * **VAT/Taxes if any to be quoted separately.**
- * Valid Sales/Tax Registration Number to be quoted, failing which the quotation will be summarily rejected.
- * An **EMD of Rs.4,000/- (Rupees Four Thousand only)** by Demand Draft in favour of 'NITIE, Mumbai' to be enclosed along with Quotation, failing which the quotation will be rejected summarily.
- * Quotation to be submitted in Wax Sealed/Tamper proof cover as per our requirement quoting **Enquiry No. & Date on Cover** and to be dropped in a **Tender Box** kept near **C.o.E.'s office** or can be sent by Speed Post/Registered Post/Hand Delivery to be received at the Institute before due date and time(i.e. **31.01.2017 upto 4.30pm.**)
- * Incomplete/Incorrect quotations will be summarily rejected.
- * The rates should be valid from **01/04/2017 to 31/03/2018.**
- * The Printer should have his own Printing Press and Proof reading facility.
- * The Printing Press and typesetting unit will be the essence of the printer.
- * **Programme Brochures are to be printed quarterly as per the MDP Calendar.**
- * The sample is available with Supdt(CPSC)/Supdt.(Programme), which can be seen during weekdays from 9.30 AM to 5.00 PM.
- * Sample of the paper should be given with the quotation.
- * The Institute reserves the right to reject any or all the quotations without assigning any reason whatsoever.

Yours faithfully,


Supdt.(CPSC)

अधीक्षक (सीपीएससी)
Superintendent (CPSC)
राष्ट्रीय औद्योगिकी इंजिनियरी संस्थान
NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
विहार सरोवर/Vihar Lake, मुंबई/Mumbai-87.

/rsr'