



No. AUD/Admn/2010-11/

19<sup>th</sup> November, 2010

**Sub: QUOTATION FOR PRINTING OF DIARIES**

Sir,

The University proposes to have Diaries for the year 2011 with envelopes and ribbons etc., as per the details / specifications given below:, with sufficiently high quality of printing for use by the distinguished scholars, visitors, guests, faculty, officers, staff etc., In this connection, you are requested to forward us sealed quotations, which must reach to the office of the undersigned **latest by 29.11.2010 before 11.00 a.m..** The specifications for printing of the Brochure are as under:

**Technical Specifications:**

The diary will be designed based on the following specifications:

1. 5.5 x 3.5 Inches
2. High quality acid free paper 70-90 gsm depending upon thickness of final book
3. Rexine soft cover
4. Hand binding using good quality thread
5. Top quality glue to be used in gumming
6. Prices should be quoted separately for an envelope inside the last lip and elastic band on the back cover that encloses the diary. This feature may or may not be included depending on the final cost of the diary
7. The front inside lip and the last lip should be of heavy acid free 200 gsm card paper.
8. The diary will be in a planner format and detailed printing has to be done on each of the inside lips on both sides and also the first several lips will have custom printing.
9. The University logo is to be printed in specified places in the book.
10. The Diary must be a high quality product in all respects.

**Specifications for printing:**

- 11) Designs will be provided by the University for the inside pages of the diary which will include the University logo, about the University, 2 maps of the University, a planner double spread and double spread for phone numbers.
- 12) These designs will be in a fair format but will not be print ready. The printers will take these designs and make them print ready. This will include:
  - a) Refining the design till it reaches a professional finish.
  - b) Laying out the lips according to folding patterns so that the right pages appear in the right place in the diary.
- 13) The printing will be done in a one color using high quality offset printing.

**Development Process:**

- 14) A brainstorming session will be held with the printers regarding the final design.
- 15) The proof of the finalized design will be sent to the University for approval.
- 16) Upon approval the printing will proceed and a sample of the finalized product will be sent to the University.
- 17) Upon approval of the final sample the diaries will be manufactured

**Quotations**

Priced quotations should be provided for 1000 diaries

- I) With Envelope and Ribbon
- II) Without Envelope and Ribbon

Quotations must be inclusive of the cost of design/printing. Delivery must be before 26<sup>TH</sup> of December 2010.

**The quotations received shall be opened on 29.11.2010 at 11.30 a.m.in the COMMITTEE ROOM of the university in the presence bidders present.**

Yours faithfully,

(D.L. SACHDEVA)  
CONSULTANT

To:



No. AUD/Admn/2010-11/

19<sup>th</sup> November, 2010

**Sub: QUOTATION FOR PRINTING OF BROCHURE**

Sir,

The University proposes to bring out BROCHURE in the form of a book with sufficiently high quality of printing for use by the distinguished scholars, visitors, guests etc.,

In this connection, you are requested to forward us sealed quotations, which must reach to the office of the undersigned latest by **29.11.2010 before 10.00 a.m.**

The specifications for printing of the Brochure are as under:

**Specifications for brochure:**

**Title:** Brochure

**Customer:** Ambedkar University, Delhi

**Book Size:** 210 x 149 mm

**Quantity:** 1000

**Text:** 48/64 pages in 4/4 colours on 130 GSM Art paper

**Cover:** To be printed in 4/4 colours on 250 GSM ART CARD  
(only Front and Back Cover to be printed)

**Binding:** Perfect Binding, Cover Lamination (Gloss)

**Origination:** Ready CD by customer, CTP & epon to be done by the printers

**Packing:** Put in cartons and Stretch wrapped in packets of 10

Delivery of goods will be required: on or before 10<sup>th</sup> December, 2010.

The quotations received shall be opened on 29.11.2010 at 10.30 a.m. in the committee room of the university in the presence bidders present.

Yours faithfully,

(D.L. SACHDEVA)  
CONSULTANT

To: