



## NATIONAL COUNCIL OF RURAL INSTITUTES

Department of Higher Education, Ministry of Human Resource Development, GoI  
5-10-174, Ground Floor, Shakar Bhavan, Fateh Maidan Road, Hyderabad – 500 004



Sealed quotations are invited from reputed printing Agencies / Firms for printing of monthly Newsletters, Journals, Annual Reports, Visiting cards, Posters, Flex banners & other publications. Detailed list of items with specifications are provided at Annexure - II

Interested parties shall submit the quotations with complete details of the Firm / Agency in the prescribed format at Annexure – I & II

Last date for submission of quotation is **20.03.18, 5.00 p.m.** For any clarification contact 040-23422113

CHAIRMAN

**ANNEXURE – I**

**Details of the Printer / Firm / Agency**

Sl.No	Particulars	
1	Name of the Firm	
2	Address	
3	Contact No: Landline: Mobile: Email: Fax:	
4	Contact person	
5	PAN	
6	GSTIN	

**NOTE: Kindly enclose a copy of PAN card and GSTIN certificate.**

Date:

Signature:  
Seal

**ANNEXURE – II**

**Detailed list of items with specifications.**

Sl.No	Item & Specifications	Qty	Amount
1	<b><u>NEWSLETTERS:</u></b>  <b>Specifications:</b> Size: 1/4 <sup>th</sup> – 8 pages Front and Back multi colour printing on 130 GSM Art paper with center pinning	500 1,000 2,000	
2	<b><u>JOURNAL BOOKS</u></b>  <b>Specification:</b> Size: 1/8 <sup>th</sup> - Inner 80 pages Single colour printing on 90 GSM Art paper. Title multicolor printing Gloss lamination binding : Perfect	500 1,000	
3	<b><u>ANNUAL REPORT:</u></b> (Bilingual, English & Hindi)  <b>Specification:</b> Size: 8.5 x 11 inch 1/4 <sup>th</sup> ) Inner 120 pages single color (Black) printing on 120 GSM Maplitho paper 8 pages in Multicolor printing on 130 GSM Art paper Title 4 pages multicolor printing on 300 GSM Art card. Side pinning, lamination with perfect binding	100	
4	<b><u>VISITING CARDS:</u></b> (Bilingual, English & Hindi)  <b>Specification:</b> Master visiting card on 300 GSM Art card. On top Indian Emblem and NCRI logo on each corner, front and back black color printing  <b><u>VISITING CARDS WITH GOLD</u></b> <b><u>EMBOSSING:</u></b> (Bilingual, English & Hindi)  <b>Specification:</b> Master visiting card on 360 GSM Art card with Gold foiling. On top Indian Emblem, front and back black color printing	Per 100 cards  Per 100 cards	

5	<b><u>POSTERS:</u></b>  <b>Specification:</b> Size: A2, Multicolor printing on 170 GSM Art paper	500 1,000	
6	<b><u>FLEX BANNERS / STANDEE:</u></b>  <b>Specification:</b>  Matter as provided by NCRI with Multicolor printing	Per piece (Size) 6 x 3  6 x 4  6 x 8  6 x 10	
7	<b><u>LETTER HEADS:</u></b>  <b>Specification:</b>  Letter heads on 100 GSM Excel Bond paper in multi color printing	10 Pads 20 Pads	
8	<b><u>Books:</u></b>  <b>Specification:</b>  Pages: 50 to 100, Size: Crown size, Inner pages single colour printing on 90 GSM Art paper, cover page on 200 GSM Art paper, Title multicolor printing, 4 pages in multicolor printing, Center pinning, Gloss lamination binding : Perfect or Section binding	1,000	

**\* Rates quoted should be including taxes.**

Date:

Signature  
Seal