

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

No. SSBUI CET/.....

Date:

Subject: Invitation for Quotations for Printing of Souvenir/ Certificates/ Programme Booklets/ Coupons for Conference / Symposium/workshop / FDP etc under TEQIP II

Dear Sir,

Dr. SSBUI CET, Panjab University is frequently organizing / symposium/workshop/ FDP etc under TEQIP II, for which we need to **print Souvenir/ Certificates/ Programme Booklets/ Coupons for Conference / Symposium/workshop / FDP etc under TEQIP II**. The specifications of **Souvenir/ Certificates/ Programme Booklets/ Coupons** are given in the enclosed Annex I. The samples for the same available in our office. The vendors can see these samples in our office from 10AM to 4 PM

Quote the best rates for the given specifications and samples in the name of **Chairperson, TEQIP-II, Dr. SSB University Institute of Chemical Engineering and Technology, Panjab University, Chandigarh** by **4:00 PM, May 2, 2016**,

- Please clearly mention on the envelop “**Quotation for Printing of Souvenir/ Certificates/ Programme Booklets/ Coupons**”.
- The rate should be quoted inclusive of all taxes FOR Dr. SSB UICET PU Chandigarh and rate should be quoted of each item separately on Annex I.
- The validity of quotation will be for the next 6 months from the date of finalization of rate contract.
- For printing of items, individual work order will be submitted time to time on need basis.
- The Rate contract will be split up item wise and awarded to parties who happens to be lowest in that item.
- The rate contract can be extended further for three months if the vendor delivers satisfactory quality of items and with the mutual consent of vendor.
- The institute is fully authorised and has absolute right to terminate the rate contract without assigning any reason thereof.
- The payments will be made directly in bank account of the vendor by TEQIP-II, Dr. SSB UICET receipt of bill and acceptance of material.

Thanking You,
Sincerely Yours,

Prof. Anupama Sharma

Coordinator- TEQIP II

SSB University Institute of Chemical Engineering and Technology
Panjab University, Chandigarh

Prof. Meenakshi Goyal,
Chairperson

Annex I

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

S.N O	Item	Rate per copy	
		(in Figures)	(in words)
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 Programme Booklets (of 8 to 15 colored pages)		
	price per colored page may be quoted		
5.	Printing of Coupons (12 coupons on A4 size paper)		
6.	Printing of Invitation Cards 7" x 5"		