



Indira Gandhi National Open University
IGNOU Regional Centre Delhi-1, NCT of Delhi
Plot.No.J2/1, Block-B-1, Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044
Tel: 011-26990082, 26990083 Fax: 011-26990084
Email: rcdelhil@ignou.ac.in

No.IG/RCD-1/Admin/Empanel/2014-15

Dated:

To

M/s WEBSITE

Sub:- **Quotation for various Printing Jobs at Regional Centre Delhi-01.**

Sir/Madam,

Sealed quotations are invited from printers who are interested to be empanelled to do the printing job for IGNOU Regional Centre Delhi-01 as per details given below :-

S.No	Items / Particulars	RATE FOR (200) Pages	RATE FOR (500) Pages	RATE FOR (1000)Pages	VAT if applicable
1	Student I-Card both side double colour printing on paper (250 GSM)				
2	Receipt Slip(7"x4.5") Single side colour printing(60 GSM)				
3	Pre-printed Computer Stationery 10X12X1 Both side single colour printing (60, 70, 80 GSM)				
4	Pre-printed Computer Stationery 10X12X1 Single side single colour printing (60, 70, 80 GSM)				
5	Letter heads double colour offset printing on DO Paper (120 GSM)				
6	Letter heads 4 Colour screen printing (70,80,100 GSM)				
7	Re-registration Form (A4), Both side single colour printing (60, 70, 80 GSM), 2 pages				
8	Re-registration Form (A4), Both side Single colour printing (60, 70, 80 gsm), 4pages				
9	Re-registration Form (A4), Both side single colour printing (60, 70, 80 gsm), 6pages (Set)				
10	Re-registration Form (A4), Both side single colour printing (60, 70, 80 gsm), 8pages (set)				

11	Re-registration Form (A4), Both side single colour printing (60, 70, 80 gsm), 10pages(set)				
12	Re-registration Form (A4), Both side single colour printing (60, 70, 80 gsm), 12pages(set)				
13	Re-registration Form (A4), Both side single colour printing (60, 70, 80 gsm), 14 Pages set				
14	Re-registration Form (A4), Both side double colour printing (60, 70, 80 gsm), 2 pages				
15	Re-registration Form (A4), Both side double colour printing (60, 70, 80 gsm), 4 pages				
16	Re-registration Form (A4), Both side double colour printing (60, 70, 80 gsm), 6 pages(set)				
17	Re-registration Form (A4), Both side double colour printing (60, 70, 80 gsm), 8 pages(set)				
18	Re-registration Form (A4), Both side double colour printing (60, 70, 80 gsm), 10 pages (set)				
19	Re-registration Form (A4), Both side double colour printing (60, 70, 80 gsm), 12 pages (set)				
20	Re-registration Form (A4), Both side double colour printing (60, 70, 80 gsm), 14 pages (set)				
21	Re-registration Form (A4), single side double colour printing (60, 70, 80 gsm), 2 pages				
22	Re-registration Form (A4), single side double colour printing (60, 70, 80 gsm), 4 pages				
23	Re-registration Form (A4), single side double colour printing (60, 70, 80 gsm), 6 pages (Set)				
24	Re-registration Form (A4), single side double colour printing (60, 70, 80 gsm), 8 pages (set)				
25	Re-registration Form (A4), single side double colour printing (60, 70, 80 gsm), 10 pages (set)				
26	Re-registration Form (A4), single side double colour printing (60, 70, 80 gsm), 12 pages (set)				
27	Re-registration Form (A4), single side double colour printing (60, 70, 80 gsm), 14 pages (set)				
28	Visiting Card Both side double Colour Printing (250,300 GSM)				
29	Visiting Card Single side double Colour Printing (250,300 GSM)				
30	Assignment Award List single side single colour in triplicate (60,70,80 GSM)				

31	Handbills/Leaflet (9X11)70GSM Paper(Single Side Single Colour Printing)				
32	Handbills/Leaflet (9X11)70GSM Paper(Both Side Single Colour Printing)				
33	Poster (17.5x22.5) (Single Side single Colour Printing) (120 GSM paper)				
35	Discrepancy letter pad (English/Hindi) single side single colour in duplicate (60,70 GSM)				
36	General Requisition Form (A4)both side single colour printing (60, 70 GSM paper)				
37	General Requisition Form (A4)single side single colour printing (60, 70 GSM paper)				
38	Format of Medical Claim outdoor A4 size (3 Pages) all pages single colour printing (60,70,80 GSM paper) (set of 2 pages)				

1. The rates quoted shall be inclusive of the transportation cost at the required site i.e. **IGNOU, Plot. No.J2/1, Block-B-1 Mohan Cooperative Industrial Estate, Mathura Road, New Delhi-110044.**
2. Indicate break-up of Taxes /Vat etc (if applicable).
3. IGNOU reserves the right to accept or reject any tender without assigning reason thereof.

You are requested to send your quotation to the undersigned latest by **28.12.2015 at 5:00 P.M**

With regards,

Yours sincerely,

Manju Kalra
 (Manju Kalra)
 Section Officer