

# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

SAMBALPUR – 768018, ODISHA

Dated, 18.02.2016

No.VSSUT/IB-2015-16/

From : The Registrar.

To

Sub:- Quotation for printing and supply of Information Brochure-2015-16

Dear Sirs,

Please send your sealed quotation for the following materials on or before 8<sup>th</sup> March, 2016 up to 4.30 P.M. by *speed post/ Regd. post*

Sl.No.	Description of materials	Quantity	Remarks
1.	Printing & supply of Information Brochure-2015-16 as per details below : (Approx. 140 pages)	1500 Nos.	
	a) Cost of Offset printing (double column)	Rate per page	
	b) Cost of A/4 size Art paper (sinarmass)130 gsm	Rate per page	
	c) Cost of Cover page 300 gsm sinarmass art board paper including multicolour both side offset printing with scanning of photographs & planning	Rate per each	
	d) Cost of lamination (mat)	Rate per each	
	e) Cost of binding (single)	Rate per each	

### Terms & Conditions

1. Sample copy is available in the office of Dean, Faculty & Planning. Interested parties may verify the samples during office hour on any working days for their reference before quoting. If ordered the manuscript will be collected from the above office.
2. Validity of the offer must be minimum six months.
3. Nothing will be paid for wastage/damage.
4. In the event of order being placed, the printing work should be completed and delivered at above office within 10 days from the date of issue of order. Proof checking is mandatory.
5. Interested firms having previous experience of printing such work need quote. They are required to send a copy of the similar type of work along with the quotation.
6. Sample copy of A/4 size 130 gsm art paper and 300 gsm art board paper (Sinarmass) must be submitted along with the quotation for verification.
7. VAT if any, should be mentioned separately else it will be treated as included in the rate quoted.
8. Super scribe the sealed envelope "Quotation for Information Brochure-2015-16" with due date and time.
9. The Printer executing the work to submit a CD containing Information Brochure at the time of deliver otherwise the bill will not be processed.
10. The authority reserves the right to accept/reject any or all the quotation without assigning any reason whatsoever.

Yours faithfully,

REGISTRAR

Dated, 18.02.2016

Memo. No.VSSUT/IB-2015-16/ 67B

Copy to:- University Notice Board/University website/VIMSAR Notice Board/Sambalpur University Notice board for wide circulation.

REGISTRAR