

**Punjab Information & Communication Technology Corporation Limited
(Punjab Infotech)**

Admin Division
Dated November 12, 2025
PICTC/Admin/E// DIS/40572 /2025

Sub- Request for quotation for printing of promotional material.

Punjab Information & Communication Technology Corporation Ltd (Punjab Infotech), A State Undertaking having its office at Udyog Bhawan, Sector-17, Chandigarh invites sealed quotation from the reputed printers for printing of promotional material (Notepads & Paper Bags). The details specifications for printing of promotional material (Notepads & Paper Bags) are as under;

Item	Qty	Specifications		
Notepads	2000	Size	Width	11.5 CM
			Height	17.5 CM
		Cover Page	300 GSM (To be printed coloured)	
		Inner Pages	Total pages- 15-20 (Website address (black) printed at the bottom of each page and watermark in the center)	
			75 GSM	
		Binding Type	Glue binding for cover & stapler binding for internal pages with stitch mark (Perforated holes)	
Paper Bags (Portrait Size)	1000	Paper	300 GSM with glossy lamination	
		Length	13.5 inches	
		Width	11 inches	
		Gusset	3 inches	
		Upper lip fold inside	1.3 inch	
		Hole and doori	White braided rope in metal grommet both side – 2 each	
		Printing	Colour printing on both the side and website address on gusset	

Terms and conditions for the tender;

- (i) Successful bidder will get the draft promotional material (Notepads & Paper Bags) approved before starting the bulk printing.
- (ii) Printing facility should be located in try city (Chandigarh/ Mohali/ Panchkula)
- (iii) Successful bidder will be responsible for the delivery of the promotional material (Notepads & Paper Bags) at Punjab Infotech, Udyog Bhawan, Sector-17, Chandigarh without any cost.
- (iv) Payment of printing will be paid within 15 days from the receipt of bill.
- (v) The Corporation reserve the right to reject the material in case it is not as per specification.
- (vi) The printing job to be completed within 15 days (Including Saturday & Sunday)
- (vii) You are requested to submit rates in a sealed envelope on or before **3.00 PM, November 18, 2025** by writing on top "**QTN-Admin-Promotional Material**"
- (viii) Any corrigendum to this tender will be published on www.punjabinfotech.in