

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

Admin Division
Dated September 16, 2024

Sub- Request for quotation for printing of prospectus.

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 prospectus for CAL-C division. The details specifications for printing of prospectus are as under;

Item	Qty	Specifications	
Prospectus (Booklet)	2000	Size when closed	21.5 cm X 30 cm
		Size when open	43 cm X 30 cm
		No. of pages	48 Inner pages + 4 title pages
		Inner Pages	130 GSM, Art paper, colour printing
		Title Pages	300 GSM, Matt, Colour printing
		Binding	Centre Staple
		Printing Type	Offset
		One post card to be stapled in the binding. Specification of post card:- Size- 9 cm X 15 cm Paper- 170 GSM Printing- Black – both the sides	
		Serial number (Stamped or sticker) to be printed at two places inside prospectus and one place on post card	

Terms and conditions for the tender;

- (i) CDR file of prospectus will be provided to the successful bidder for printing.
- (ii) Successful bidder will get the draft prospectus approved before starting the bulk printing.
- (iii) Printing facility should be located in try city (Chandigarh/ Mohali/ Panchkula)
- (iv) Successful bidder will be responsible for the delivery of the prospectus at Punjab Infotech, Udyog Bhawan, Sector-17, Chandigarh without any cost.
- (v) Payment of printing will be paid within 15 days from the receipt of bill.
- (vi) The Corporation reserve the right to reject the material in case it is not as per specification.
- (vii) The printing job to be completed within 15 days (Including Saturday & Sunday)
- (viii) You are requested to submit rates in a sealed envelope on or before 3.00 PM, September 25, 2024 (Wednesday) by writing on top "QTN-Admin-Prospectus"
- (ix) Any corrigendum to this tender will be published on www.punjabinfotech.in