



## **Mahatma Gandhi National Council of Rural Education**

Department of Higher Education, Ministry of HRD, Govt of India

5-10-174, Shakar Bhavan, Ground Floor, Fateh Maidan Road, Basheerbagh, Hyd-04



### **QUOTATION FOR PRINTING WORKS**

Sealed quotations are invited from reputed printing Agencies / Firms for printing of books, monthly newsletters, Journals, Annual Reports, Visiting cards, Posters, Flex banners & other publications on urgent basis in various languages, sizes and volumes. For detailed list of items with specifications visit [www.mgncre.in](http://www.mgncre.in). Printable format copy duly designed (page layout) shall be provided by us.

Interested agencies / firms shall submit the quotations with complete details of the Agency / Firm in the prescribed format at Annexure – I & II. Last date for submission of quotation is **23.09.19, 5.00 p.m.** For any clarification contact 040-23422113

Sd/-  
MEMBER SECRETARY

**ANNEXURE – I**

**Details of the Printer / Firm / Agency**

Sl.No	Particulars	
1	Name of the Firm	
2	Address	
3	Contact No: Landline: Mobile: Email: Fax:	
4	Contact person	
5	PAN	
6	GSTIN	

**NOTE: Kindly enclose a copy of PAN card and GSTIN certificate.**

Date:

Signature:  
Seal

**ANNEXURE – II**

**Detailed list of items with specifications.**

Sl.No	Item & Specifications	Qty	Amount*	
			76 pgs	116 pgs
1	<b><u>BOOKS:</u></b> (Multi languages)  <b><u>Specification:</u></b> Pages: 76 pages & 116 pages, Size: A4 size, Inner pages multi colour printing on 90 GSM Art paper, cover page on 90 GSM Art paper, Title multicolor printing on 300 GSM card paper, center pinning, Gloss lamination binding : Perfect or Section binding	500		
		1,000		
		2,000		
2	<b><u>NEWSLETTERS:</u></b> (Bilingual, English & Hindi)  <b><u>Specifications:</u></b> Size: 1/4 <sup>th</sup> – 8 pages Front and Back multi colour printing on 130 GSM Art paper with center pinning	500		
		1,000		
		2,000		
3	<b><u>ANNUAL REPORT:</u></b> (Bilingual, English & Hindi)  <b><u>Specification:</u></b> Size: 8.5 x 11 inch 1/4 <sup>th</sup> Inner 740 pages (approx) single color printing on 120 GSM Maplitho paper. 8 pages in Multicolor printing on 130 GSM Art paper Title 4 pages multicolor printing on 300 GSM Art card. Side pinning, lamination with perfect binding	100		
4	<b><u>VISITING CARDS:</u></b> (Bilingual, English & Hindi)  <b><u>Specification:</u></b> Master visiting card on 300 GSM Art card. On top Indian Emblem and MGNCRE logo on each corner, front and back black color printing  <b><u>VISITING CARDS WITH GOLD EMBOSsing:</u></b> (Bilingual, English & Hindi)  <b><u>Specification:</u></b> Master visiting card on 360 GSM Art card with Gold foiling. On top Indian Emblem, front and back black color printing	Per 100 cards		
		Per 100 cards		

5	<b><u>POSTERS:</u></b>  <b><u>Specification:</u></b> Size: A2, Multicolor printing on 170 GSM Art paper	500  1,000	
6	<b><u>FLEX BANNERS / STANDEE:</u></b>  <b><u>Specification:</u></b>  Matter as provided by MGNCRE with Multicolor printing	Per piece (Size) 6 x 3  6 x 4  6 x 8  6 x 10	
7	<b><u>LETTER HEADS:</u></b>  <b><u>Specification:</u></b>  Letter heads on 100 GSM Excel Bond paper in multi color printing	10 Pads  20 Pads	
8	<b><u>JOURNAL BOOKS</u></b>  <b><u>Specification:</u></b> Size: 1/8 <sup>th</sup> - Inner 80 pages Single colour printing on 90 GSM Art paper. Title multicolor printing on 200 GSM Art card Gloss lamination binding : Perfect	500  1,000	

**\* Rates quoted should be including taxes.**

Date:

Signature  
Seal