



**Public Relations Department**  
**Guru Gobind Singh Indraprastha University**  
**Sector 16 C, Dwarka, New Delhi- 110078**

Ref -

Date – 26/4/2023

Sub - Printing of 100 copies each of the Annual Report 2016 – 17 to 2020 - 21

The University intends to print 100 copies each of the Annual Report 2016 – 17 to 2020 – 21 with following specifications -

Quantity – 500 (100 copies each of the Annual Reports of five consecutive academic years)

Size – 8.5 inch(W) into 11(H) inch(approx.)

Pages – 200(approx.), excluding four cover pages

Paper – 130 gsm mat art paper for inner pages & 300 gsm mat art paper for cover pages

Lamination – Thermal mat lamination on outer cover pages

Printing – Multi – Colour

Binding – Perfect with section stitching

Designing - Only cover pages, rest of the pages are already designed

Language – English

Packaging – In the packing of separate 10 copies of the booklet

The printing agencies having experience & expertise of designing & printing of such type of assignments may send quotation for this printing work.

The quotation may be sent on the letter head of the printing agency on the official mail ID of the PR department [pro@ipu.ac.in](mailto:pro@ipu.ac.in) by 28<sup>th</sup> April 2023 till 5 p.m.

The agency that will quote lowest composite amount without GST for the printing of 500 copies( 100 copies each of the Annual Reports of five consecutive academic years) will be awarded the assignment.

Only one quotation will be considered. Revised quotation will not be accepted.

The quotations received after the stipulated timeline will not be accepted.

The printing agencies empanelled with the University may also send quotation for the purpose.

Public Relations Officer

