



Ref. No. KU/R/.839./2023

Date : ...28/06/2023

Short Tender Notice for printing of Souvenir & Invitation Card

With regard to the upcoming 6th Convocation ceremony of Kolhan University, Chaibasa. The Convocation ceremony is to be scheduled on 18 July' 2023. To commemorate this special occasion, we are interested in printing a high-quality souvenir & Invitation Card that will serve as a cherished memento for our graduating students, esteemed faculty, distinguished guests, and other attendees.

We are reaching out to reputable organizations such as yours that specialize in printing services to request a comprehensive quotation for the printing of the Convocation souvenir & Invitation Card. The specifications for the souvenir & Invitation Card are as follows:

1. Type of Souvenir: Booklet/Magazine format (Please specify if any other format is available)
2. Size: A4
3. Pages: Approximately 80 (including covers)
4. Printing: Full-color printing (CMYK) on both sides of the pages
5. Paper Quality: Preferably high-quality 120 GSM art paper & 250 GSM art board with UV coated cover
6. Cover Design: The cover design will be provided by us, but we require your expertise for layout and printing
7. Binding: Perfect binding or any other recommended professional binding technique
8. Quantity: Approximately 500 copies

For Invitation Card :

1. Type of Invitation Card: Booklet with envelop
2. Size: A4
3. Pages: Approximately 4 (including covers)
4. Printing: Full-color printing (CMYK) on both sides of the pages of Card & Envelop
5. Paper Quality: Preferably high-quality 300 GSM glossy paper with UV coated
6. Quantity: Approximately 500 copies

We kindly request you to provide us with a detailed quotation that includes the following information:

1. Breakdown of costs (e.g., printing, paper, binding, design/layout, and any other relevant charges)
2. Estimated time of delivery from the date of finalizing the design
3. Any discounts or special offers available for educational institutions

Additionally, if you have any sample work or portfolio showcasing your previous experience in printing souvenirs or similar projects, please include it with your quotation for our reference.

Please address the quotation to the undersigned and send it to the address mentioned above no later than 04.07.2023.

We appreciate your prompt attention to this matter, and we look forward to receiving your comprehensive quotation for the printing of the Convocation souvenir.

Note : Tender Vale is Approximately 3,00,000/-

1. Tender Paper cost : Rs. 500/- , 2. EMD : 2% of tender value, 3. Security Deposit : 10% (Refundable)

(Prof. Jayant Shekhar)
Registrar
Kolhan University
Chaibasa