

Enquiry No.	Description	Date of Publication	LAST DATE
NCTI:QPRT:2010	SEALED QUOTATIONS ARE INVITED FOR PRINTING OF QUARTERLY NEWSLETTER	15.02.2010	22 nd February, 2010

Sealed Quotations are invited for the **Printing of the Quarterly Newsletter and the envelope** as per given specifications. The sealed quotations must reach the office of NCTI latest by 22nd February, 2010.

Specifications of Newsletter:

Particulars	Description
Size	International A4 (11.75 inch X 8.25 inch)
Pages	8 pages (text matter would be provided by NCTI in soft copy. However, page making designing etc would be done by the printer)
Photo	2 photo on each page (or with maximum 16 photographs) Photographs would have to be scanned by the printer
Colour	Four Colour(4+4)
Binding	Centre staple
Paper	Matt Art Paper with gloss coating on photographs
GSM	170 GSM
Quantity	500 /1000 / 1500 / 2000
Frequency	Quarterly (Four issues in a year)
Language	English
Masthead Design	Design of the Masthead would be provided by NCTI

Specifications of Envelope:

Particulars	Description
Size	As per the newsletter
Paper	100 gsm sunshine paper with single colour silk screen printing
Quantity	500 /1000 / 1500 / 2000

Please send your quotes in the format as given below:

Name of the Company and address details:.....
(or use Letter Head)

Charges for designing, composing, page making and Printing of
Newsletter & Envelope:

Rates for Newsletter	500 copies	1000 copies	1500 copies	2000 copies
Basic Cost of printing etc.				
Taxes				
Total Cost				
Rates for Envelope				
Basic cost of printing etc.				
Taxes				
Total Cost				
Grand Total				

Name and signature of Company representative.....

Seal

Date.....