

**Dr. Vikram Singh**  
Regional Director (I/C)

**Subject:-Quotation for printing work.**

Sir,

This Office intends to carry out the printing work for different types of stationeries and forms for office use.

You are requested to quote your rates for the printing work as per requirement attached. The sealed envelope addressed to **Regional Director, IGNOU, Regional Centre, Govt. SPMR College of Commerce, Aurobindo Block, Canal Road, Jammu-180001** should reach by 26.11.2018 upto 5.00 p.m. On the cover of the envelope containing quotations, Please mention '**Quotation for Printing Work**'.

Please attach a self attested copy of PAN of your firm / propertier, TDS will deducted as per Govt. norms.

  
31/10/2018  
Regional Director (I/c)

Encl:- As above

To

1. Firms / Venders
2. Notice Board
3. Website

**क्षेत्रीय केन्द्र**  
**REGIONAL CENTRE**

Phone 0191-2546529. Fax: 0191-2585154  
E-mail- rcjammu@ignou.ac.in  
www.ignourcjamu.nic.in, www.ignou.ac.in

**इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय**  
**Indira Gandhi National Open University**

Aurobindo Block, 1st Floor, SPMR College of Commerce Premises  
अरबिन्दो ब्लॉक, प्रथम मंजिल एस. पी. एम. आर. कॉमर्स कालेज परिसर  
Canal Road, Jammu - 180 001 कैनाल रोड, जम्मू

**Quotation regarding Printing of Various Types of Stationery**

S.no.	Items	Quantity	Rate (Rs.) of printing including of paper
1.	Envelope 11x5" (window/plain) with printing. (70 GSM)		
2.	Envelopes yellow A4 (12x8") cloth laminated with printing. (80 GSM)		
3.	Envelopes yellow A4 (12x8") laminated with printing. (80 GSM)		
4.	Envelopes yellow A3 (15x10") cloth laminated with printing. (80 GSM)		
5.	Envelopes yellow A3(15x10") laminated with printing. (80 GSM)		
6.	Envelope plain A4 with printing (white).(60 GSM)		
7.	Envelope plain A3 with printing (white). (60GSM)		
8.	Letter Heads as per sample. (100 GSM)		
9.	Printing of A4 size forms single side. (60GSM)		
10.	Printing of A4 size forms both sides (b/w) (60GSM)		
11.	Printing I. Cards as per Sample (card paper). (300 GSM)		
12.	Visiting Cards (Screen Printing).(300 GSM)		
13.	Printing double entry cash book with binding. (70 GSM)		
14.	Printing of ledger with binding. (70 GSM)		
15.	Bonofide Certificate.(300 GSM)		
16.	Migration Certificate.(300 GSM)		
17.	<b>Printing of various types of Formats:</b>		
a.	Award List (60GSM)		
b.	SC/PSC/SSC change (60GSM)		
c.	Leave Format (60GSM)		
d.	Contingent Bill (60GSM)		
e.	Assignment Bill (60GSM)		
f.	Counseling Bill (60GSM)		
g.	Attendance Sheet (60GSM)		
h.	TA/DA Bill (60GSM)		
i.	Assignment Evaluation (60GSM)		
j.	Imprest Bills (60GSM)		
k.	Local Conveyance Bill (60GSM)		

Signature and stamp of authorized person