

**Subject: Notice Inviting Quotations for Designing and printing of brochures and pamphlets**

Sealed quotations are invited from experienced vendors / firms for the above noted subject so as to reach the office of **Pushpa Gujral Science City, Media Interaction-cum-Marketing Centre, 6th Floor, Tower No. 5, Forest Complex, Sector 68, Mohali on or before 11.01.2018 upto 3.00 PM.**

S no.	ITEM	QUANTITY	PRICE ( per unit)	TOTAL
1	Designing and Printing of Multicolour Brochures Paper: 130 GSM Art Paper Printing through offset: Both side Size: 22 cm x 27 cm (Open Size) Fold: Single	10,000 (8,000 Punjabi and 2,000 English)		
2	Designing and Printing of Multicolour pamphlets Paper: 130 GSM Art Paper Printing through offset: Single Side Size: 21 cm x 14 cm (A 5)(open size)	10,000 (8,000 Punjabi and 2,000 English)		
	GST/Any Other Tax (Mention the rate)			
	GRAND TOTAL			

**Note:**

- 1) **"Quotation for Designing and printing of brochures and pamphlets"** must be mentioned on the envelope.
- 2) Please attach a brief profile of your agency / firm.
- 3) Duly signed and stamped sample of the paper should be sent along with the quotations.
- 4) Quotation should be signed and stamped on Agency's letter head.

**Terms and Conditions:**

- 1) Please note that rates quoted must be **FOR PGSC Office, 6th Floor, Tower No. 5, Forest Complex, Sector 68, Mohali** and should include Freight, Cartage, Insurance etc. No separate charges for freight will be paid.
- 2) GST or any other tax (rate to be mentioned), if any, will be payable extra only if specified in quotation. No other extra charges will be payable by PGSC.
- 3) The quotation shall be valid for one month.
- 4) No advance payment or payment against Proforma invoice will be made. Payment will be released after supply of material to the satisfaction of PGSC.

- 5) Income tax, sales tax or any other tax, if any, will be deducted as per rules.
- 6) The quantity may increase or decrease. However, the payment will be made on actual receipt of material.
- 7) The printing work and supply should be accomplished within 15 days from the finalization of design to the satisfaction of PGSC.
- 8) Late / Delayed and conditional Quotations will be summarily rejected.
- 9) PGSC reserves the right to accept or reject any or all quotation without assigning any reason.
- 10) Legal jurisdiction will be judicial courts of Kapurthala District.

Administrative Officer