

10 June 2024



**NATIONAL
INSURANCE
ACADEMY**

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Sub: Quotations for PGDM Final Placement / Summer Placement Booklet /Pravartak

Dear Sir,

We would like to invite you to submit your quotation for the above jobs based on the following specifications:

1. Final Placement Booklet

Size	:	210 X 297 mm A4 closed
Paper Cover	:	300 GSM Art Card
Paper Inside	:	130 GSM Art paper
Colours	:	4 colours throughout
Quantity	:	250 Nos
Pages	:	84 Approx. (80+4)
Lamination	:	Cover laminated
Binding	:	Perfect Binding
Envelopes	:	Suitable size envelopes on 100 gsm Maplitho in single colour with inside Lamination

Any Addition or Deletion of 4 pages to be quoted separately

(Photographs and Matter will be given in Word /Xcel format, Job involves creative designing and printing, binding)

2. **Summer Placement Booklet**

Size	:	210 X 297 mm A4 closed
Paper Cover	:	300 GSM Art Card
Paper Inside	:	130 GSM Art paper
Colours	:	4 colours throughout
Quantity	:	250 Nos
Pages	:	84 Approx. (80+4)
Lamination	:	Cover laminated
Binding	:	Perfect Binding
Envelopes	:	Suitable size envelopes on 100 gsm Maplitho in single colour with inside Lamination

Any Addition or Deletion of 4 pages to be quoted separately

(Photographs and Matter will be given in Word /Xcel format, Job involves creative designing and printing, binding)

3. **Pravartak Journal (Rates quoted must be valid for 6 issues)**

Size -	:	210 X 297 mm A4 closed
Paper Cover	:	300 GSM Art Card
Paper Inside -	:	100 GSM Matt Art paper
Colours	:	Inside 2 colours
Cover	:	4 colours
Pages	:	48 Approx. + Cover
Quantity	:	300/500
Finishing	:	Cover laminated
Binding	:	Perfect Binding
Envelopes	:	Suitable size envelopes on 100 gsm Maplitho in single colour with inside lamination

Addition or Deletion of 4 pages to be quoted separately.

Proof Reading/Editing per page to be quoted separately.

(Matter will be given in Word format, Job involves creative designing and printing)

4. **Pravartak Journal – Soft Format** (Rates quoted must be valid for 6 issues)

Size : 210 X 297 mm A4 closed

Pages : Approx.. 48+4

Creative Designing charges to be quoted per page in multicolours includes cover

Please send in your quotations in a **sealed envelope** mentioning “**Quotations for Creative Designing and Printing of Final / Summer Placement Booklets /Pravartak Journal.**”

Your quotation should reach us on or before **18th June 2024**


Chief Administrator