

05 May 2022



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Sub: Quotations for PGDM Final Placement / Summer Placement Booklet /MDP Certificates with Envelopes

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	:	72 Approx. (68+4)
Lamination	:	Cover laminated + UV Coating
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 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	:	76 Approx. (72+4)
Lamination	:	Cover laminated + UV Coating
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 format, Job involves creative designing and printing, binding)

3. Certificates with Envelopes

Size	:	210 X 297 mm A4 closed
Paper Certificates	:	200/210 GSM Ivory Card Preferably 200 gsm
Paper Envelopes	:	80 gsm Maplitho
Colours	:	4 colours
Quantity	:	6000 Certificates and 6000 Envelopes
Envelopes	:	Suitable size envelopes on 100 gsm Maplitho in single colour

Please send in your quotations in a **sealed envelope mentioning "Quotations for Creative Designing and Printing of Final / Summer Placement Booklets /Certificates.**

Your quotation should reach us on or before **18th May 2022**

Chief Administrator