

25 February 2021



**NATIONAL  
INSURANCE  
ACADEMY**

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Quotations are invited for the following jobs based on the specifications given below:

Sr. No.	Name of the Job and Job Particulars	Quantity	Rate (In Rs.)	GST %	Rate for +/- 4 pages
1	<b>BIMAQUEST</b> Size - 7"X 9.5"closed 14" X 9.5" open Paper Cover - 250 GSM Art Card Paper Inside - 100 GSM Matt Art Paper Colour - Cover Page 4 colour Inside - Two Colour Pages - 68 Approx. + Cover Finishing - Cover Matt lamination 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 in coloumn specified (Matter will be given in Word format, Job involves creative designing and printing) This is a quarterly journal (3 issues in a year Jan/May/Sept). Rates quoted must be valid for 6 issues.				
	Quantity	200			
	Quantity	300			
	Quantity	800			
	Proof Reading	Per Page			

2	<p><b><u>PRAVARTAK JOURNAL</u></b></p> <p><b>Size</b> - 8.25"X 11" closed  <b>Paper Cover:-</b> 300 GSM Art Card  <b>Paper Inside</b> - 100 GSM Matt Art paper  <b>Colours</b> - Inside 2 colours  <b>Cover</b> - 4 colours  <b>Pages</b> - 48 Approx. + Cover  <b>Finishing</b> - Cover laminated  <b>Binding</b> - Perfect Binding  <b>Envelopes</b> - 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 in coloumn specified (Matter will be given in Word format, Job involves creative designing and printing)  <b>Rates quoted must be valid for 6 issues.</b></p>				
	<b>Quantity</b>	<b>300</b>			
	<b>Quantity</b>	<b>500</b>			
	<b>Proof Reading</b>	<b>Per Page</b>			
	<b>Only soft copy</b>	<b>Per Page</b>			
3	<p><b><u>PROGRAMME CALENDAR 2021-22</u></b></p> <p><b>Size</b> : 8.5"X 10.5" (closed)  8.5"X21" open Oblong size  <b>Paper</b> : Cover 300 GSM Art Card  Inside 130 gsm Art Paper  <b>Colours</b> : 4 colours throughout  <b>Pages</b> : Approx. 48 pages  Addition or Deletion of 4 pages to be quoted separately.  <b>Finishing</b>: Lamination for the Cover and centre pinning  <b>Envelopes</b> : 9"X 11.75" in single colour on 100 gsm Maplitho with inside lamination</p>				
	<b>Quantity</b>	<b>500</b>			
	<b>Quantity</b>	<b>700</b>			
	<b>Only soft copy</b>	<b>Per Page</b>			
4	<p><b><u>SEMINAR PROCEEDING BOOKLET</u></b></p> <p><b>Size</b> : A4 Closed  <b>Paper</b> : Cover 300 GSM Art Card  Inside 170 gsm Art Paper  <b>Colours</b> : 4 colours throughout  <b>Pages</b> : 16 pages 12+4  Addition or Deletion of 4 pages to be quoted separately.</p>				

	Finishing: Lamination for the Cover and centre pinning Design ready				
	Quantity	200			
	Quantity	300			
5	<b>ENVELOPES :</b> Size: 8.75"X 12" in single colour on 100 gsm Maplitho				
	Quantity	200			
	Quantity	300			

You are requested to send your quotations immediately on or before March 5, 2021 in a **sealed envelope mentioning "Quotation for Printing of Journals and Booklet"**. Transportation cost will be borne by you.

  
Chief Administrator