



**Indira Gandhi National Open University**  
**Regional Centre, Karnal**  
06, Subhash Colony, Karnal – 132001, Haryana  
Ph. 0184-2271514 E-mail: rckarnal@ignou.ac.in Website : www.rckarnal.ignou.ac.in

**SPEED POST**

Ref:RCK/Printing/631/2014  
Dated: 21.11.2014

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub : **Submission of Quotation for empanelment of Printer**

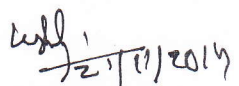
Dear Sir,

Indira Gandhi National Open University (IGNOU) is a Central University and having its Regional Centre in Subhash Colony, Karnal. We need printing of various types of Forms/Proformas/Register & Office stationery etc, from time to time. We want to empanel the printer for this purpose. In this regard, you are requested to quote your minimum rates of printing as per details given below and submit the same in a sealed envelope which should be superscribed as "**Quotation for Printing**" and may be submitted to the Regional Director, IGNOU Regional Centre, 6 Subhash Colony, Subhash Marg, Karnal-132001 latest by **15.12.2014** at 5 pm.

Sl.No	Item	Rate( Per Page)	Quality of Paper-GSM
1	Single side Printing (A 4 size)-Single Colour		
2	Single side Printing (A 4 size)-Multi Colour		
3	Double Side Printing(A 4 size)-Single Colour		
4	Double Side Printing(A 4 size)-Multi Colour		
5	Envelopes (Specimen attached)		
6	Register (16" x 27" per quire)		
7	File Cover (Front Page)		
8	Visiting Card-Multi Colour		
9	Letter Head (Multi Colour) on Bond Paper		

Other terms and conditions, if any, may please be clearly mentioned by the bidders in their quotations. Quotations received after the due date will not be entertained in any case.

Yours sincerely,

  
Regional Director