

Management Development Institute Murshidabad
Notice Inviting Quotations

Ref. No: MDI M/Admn./Printing/Admission(LTE)/2020/94

26th Aug' 2020

Management Development Institute Murshidabad invites sealed quotations in the **agency letter head** for designing & printing information brochure 2021.

Details of quotation are as follows:

1. Name of Work : Designing & printing of Information Brochure-2021 of MDI Murshidabad.
2. Scope of work:

Sl. No.	Description	Qty.	Amount Rs.
1.	1. Finish Size: 8.25 x 11.75 inch 2. Paper: Cover 250 gsm & Text 130 gsm, Quality Magno 3. No. of Page: 4page cover & 28-page text with photographs 4. Color: 4 colour/ multicolor 5. Lamination: Matt on 1st & 4th cover 6. Binding: Centre Stitch 7. No of Envelops 50: Size - 23 x 31 cm in 95gsm Maplitho with Single color printing 8. Printing: High Quality 9. Packing: To be filled in envelop & delivered at MDI Murshidabad	50 pcs. (hard copy) along with E-Brochure (soft copy)	
Add, GST			
Net payable			

3. Last date and time of receipt of quotations : 09.09.2020 (2.30 P.M)
4. Address at which the quotations are to be submitted : The quotation (format mentioned in sl. No. 2 above) in the agency letterhead to be created in a single PDF file format and the said file must be password protected and to be sent at **etender@mdim.ac.in** along with password.
5. Validity of offer : 30 days from the date of opening the tenders.
6. Deliver period : 15 days from the date of final draft given by the authority.
7. Payment terms : 100% payment will be made after satisfactory delivery of items.
8. The acceptance of the quotation will rest with MDI Murshidabad who does not bind himself to accept the lowest quotation and reserve to himself the authority to reject any or all the quotations without assigning any reason. All quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

A Gupta
26/8/2020
Registrar
Registrar
MDI Murshidabad