



**Public Relations Department**  
**Guru Gobind Singh Indraprastha University**  
**Sector 16 C, Dwarka, New Delhi- 110078**

Ref - IPU/PR/ 1754

Date – 13/11/2023

Sub - Translation, designing & printing of 100 copies each for Hindi version of Annual Reports of the University from 2016 – 17 to 2021 - 22

The University intends to get translated, designed & printed 100 copies each for Hindi version of Annual Reports from 2016 – 17 to 2021 - 22 with following specifications -

Quantity – 6,00 (100 copies each for the Annual Reports of the above mentioned six Academic Years in Hindi

Size – 8.5 inch(W) into 11(H) inch(approx.)

Pages – 225(approx.) for each Annual Reports, excluding four cover pages

Paper – 130 gsm mat art paper for inner pages & 300 gsm mat art paper for cover pages

Lamination – Thermal mat lamination on outer cover pages

Printing – Multi – colour

Binding – Perfect with section stitching

Designing – All the pages, including cover pages

Language – Hindi

Translation – All the six Annual Reports in English version are to be translated in Hindi by the assigned printing agency

Packaging – In a packing of separate 10 copies of the Annual Reports

The printing agencies having experience & expertise of designing & printing of such type of assignments may send quotation for this printing work.

The quotation may be sent on the letter head of the printing agency on the official mail ID of the PR department ggsipu.pr@redffmail.com by 15<sup>th</sup> November 2023 till 6 p.m.

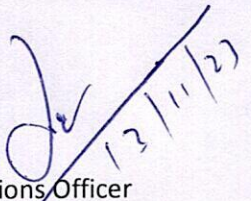
The agency that will quote lowest composite amount for this assignment will be awarded the work. Kindly mention percentage of GST on the quoted amount also.

In case of Increase or decrease of pages or copies, the admissible amount will be calculated on pro – rata basis.

Only one quotation will be considered. Revised quotation will not be accepted.

The quotations received after the stipulated timeline will not be accepted.

The printing agencies empanelled with the University may also send quotation for the purpose.

  
Public Relations Officer