

Form of quotation for printing of various items of Delhi Dispute Resolution Society

S.No.	Items of work	Size	Quality	Min. Qty	Rates (in ₹)
1.	Multi Colour poster	12x18 inch	300gsm Art Paper, digital prints	100	
2.	Citizen Charter (glossy)	7x11 inch	130gsm Glossy Art Paper two colour prints on coloured paper (both side)	1000	
3.	Citizen Charter (plain)	A4	75gsm Paper black prints (logo in greyscale) on coloured paper (both side)	1000	
4.	Mini Pamphlets	110x142mm ±2mm	95~100gsm imported art sheet four colour print with logo/pictures on coloured paper (both side)	1000	
5.	Flyer	10x14 inch ±0.2	Newsprint paper	1000	
6.	D.O. Letter Heads	A4	100gsm Royal Exec. Bond Golden/Blue Emblem and Screen Embossed Prints	100	
7.	Office Letter Heads	A4	75gsm Copy Paper logo in different colour	100	
8.	Office Letter Heads	A4	75gsm Copy Paper logo in same colour	100	
9.	Window Envelops	SE-6 280x127mm ±1.0	90gsm white paper transparent foil window for address	1000	
10.	Window Envelops	SE-5 245x108mm ±1.0	90gsm white paper transparent foil window for address	1000	
11.	Brown Envelops	SE-6 280x127mm ±1.0	good quality brown paper	1000	
12.	Slip Pads	14x 22 cm	75/80gsm plain paper (WITH MICRO PERFORATION) 40 sheets with customised cover prints	100	
13.	Conference Pads	14x 22 cm	75/80gsm plain paper (WITH MICRO PERFORATION) 20 sheets with customised cover prints	100	
14.	Visiting Cards With Golden Emblem	3.5 x 2 in ±0.05	220gsm fine quality coated art paper with good brightness and gloss	200	
15.	Visiting Cards	3.5 x 2 in ±0.05	220gsm fine quality coated art paper with good brightness and gloss	200	
16.	Spiral Binding	A4 booklets	with transparent cover	100	
17.	Spiral Binding	A5 booklets	with transparent cover	100	

18.	Table Calendar	9.5" x 7.5" ±0.1" finished (landscape) No of Leaves: 12 monthly calendar	Calendar Stand: Art Card/ Board of ≥ 400gsm (1 side coated) with Name and Logo of DDRS printed at bottom margin (1.5") in two colour; Cover + Content: Paper: 225gsm (or higher) coated art paper (Bilt/JK or equivalent quality); Coating: Matte; Print: 3"x6" Readymade calendar foils on right side, and on the left side 6.5"x 6" digital multi-colour print only (print files are available with DDRS); Binding: Wire-O on 9- 1/2" side binding one fly leaf printed.	200	paper /material samples must be attached /provided with the quotation
		OR	OR		
		9"x 6" finished (landscape) No of Leaves: 12 monthly calendar	Calendar Stand: Art Card/ Board of ≥ 400gsm (1 side coated) Cover + Content: Paper: 225gsm (or higher) coated art paper (Bilt/JK equivalent or better quality); Coating: Matte; Print: digital multi- colour print only (print files are available with DDRS), Backside Print: Calendar in planner style (two colour); Binding: Wire-O on 8.5"-1/2" side binding one fly leaf printed.	200	paper /material samples must be attached /provided with the quotation
19.	Diary	<u>210*290mm</u> One day a page with Saturday & Sunday clubbed + 12 pages for personal & general info, and notes etc.	Paper: 70 GSM SS Maplitho Ballarpur, JK or equivalent quality; Process: Offset Binding Spec.: Hardcover/Case Binding Cover Material: good quality cardboard overlaid with high quality fabric of black or dark brown/grey/blue colour. Foiling: Name, Logo & Year-on the cover-Gold Foiling with Logo blind embossing in the centre.	200	paper /material samples must be attached /provided with the quotation
20.	Notice Proforma	A4	Paper: 70gsm Copier/Print Paper Bilt /JK or equivalent quality; Print: Both side print: Hindi & English	1000	

(Signature of Authorised signatory)
(under seal of the co./firm)
Name of the Quotationer:
Complete Address:
Address(Works), if any & Contact Nos:

*Note: - the representative of the firms submitting quotations should also bring sample prints (relevant to above mentioned items) available with their firms, which will be kept with opened quotations for the purpose of comparative selection by the Purchase Committee of DDRS.