



**DIRECTORATE OF EXTENSION EDUCATION  
DR. PANJABRAO DESHMUKH KRISHI  
VIDYAPEETH, AKOLA (MAHARASHTRA) 444 104**

**Phone 0724- 2258174 (O) Fax- 0724- 2258732**

**Quotation Notice**

No. /DEE/Pub/Off.Diary26/1998/2025

Date: 11/11/2025

To,

M/s .....

M/s .....

M/s.....

M/s.....

M/s.....

Notice Board, DEE

**Subject: Sending of quotation for printing and supply of 400 copies of Dr. PDKV Officer  
Diary 2026...**

Sir,

Sealed quotations are invited for printing and supply of 400 copies of Dr. PDKV Officer Diary, so as to reach this office ( by hand delivery or by Post) on or before 25/11/2025 up to 17.00 hrs. Quotations received after due date and time will not be considered.

The terms, conditions for the supply of requisite copies of above said Diary are given below. The blank proforma (Appendix -A) for sending quotation indicating technical details/particulars is also enclosed herewith which may please be taken in to consideration before submitting the quotation in enclosed proforma (Appendix -A) preferably with formal request on letter head of the firm.

Encl: As above

**Director of Extension Education**

**Terms and Conditions**

1. The rates quoted above should be inclusive of charges of offset printing.
2. The printing work in single or multi-colour (as desired) will be carried out by the tenderer as per the instructions.
3. The university can reject the whole or part of material if quality is not found suitable as per specifications; in this case party will not claim any loss.
4. The rates quoted should be inclusive of printing charges, taxes, freight, transport etc. F.O.R. at Directorate of Extension Education, Dr. P.D.K.V., Akola.
5. Positives and CDs should be handed over to this office along with bill with no extra cost.



To,

Director of Extension Education  
Dr. P.D.K.V., Akola.

Subject: Sending quotation for printing of **Dr. PDKV Officer Diary** ...

Reference: Your office quotation notice No. DEE/ /Pub/ Off D 26/ /2025, Dated: /11/2025

With reference to above, I am ready to undertake the *printing of Dr. PDKV Officer Diary* as per specification given below.

1	<b>No. of copies</b>	400 (Four hundred), <b>subject to change</b>
2	<b>Size of Diary</b>	1/8 Crown
3	<b>Cover Page Quality</b>	Cover will be of the following components 1. A grade super quality PU leather sheet. With foam sponge inner having golden foiling
4	<b>Cover Back page</b>	1. A grade super quality PU leather sheet. With foam sponge inner
5	<b>Inner Two colour pages</b>	Inner single colour pages on 70 GSM A grade BP Maplitho of high brightness. <b>1. No of pages : 220 pages ± 10 pages</b>
6	<b>Binding</b>	Hard bound binding with imported kappa board. Finishing and binding of the diary should be of excellent quality with thread stitching on boarders. (See sample available in the office of DEE, Dr. PDKV, Akola)
7	<b>Page Marker (Book Mark)</b>	There will be good quality page marker (Paper Mark) for each diary contains Satin Less with (See sample available in the office of DEE, Dr. PDKV, Akola)
8	<b>Layout / Artwork</b>	DEE, Dr. PDKV, Akola will provide the layout/ Artwork/ Design/ DTP of cover, inner pages (single/double) of the entire diary to the supplier. Supplier has to submit a dummy of the diary before process for the final printing.
9	<b>Each Dairy packing</b>	Packing for each dairy in polythin bag
10	<b>Packing</b>	Diaries should be properly packed in good quality /sturdy/ corrugated boxes of appropriate size which can sustain the weight of 40 to 50 no's of diary during the transportation and handling.
11	<b>Delivery</b>	Free delivery of diary should be given at Directorate of Extension Education, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola or mention your terms for the above.
	<b>Rate per copy</b>	Rs. (In words)

I fully agree to the above terms and conditions mentioned in the quotation notice.

Place :

Date:

Signature-----

Name-----

Address-----

Tel-No-----

Sales Tax No. GST/VAT No.-----