



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

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

No. /DEE/Pub/Off.Diary25/ 130/2024
Date 10/09/2024

Quotation Notice

To,

M/s

M/s

M/s

M/s

M/s

Notice Board, DEE

**Subject: Sending of quotation for printing and supply of 500 copies of Dr. PDKV Officer
Diary 2025...**

Sir,

Sealed quotations are invited for printing and supply of 500 copies of Dr. PDKV
Officer Diary, so as to reach this office (by hand delivery or by Post) **on or before 25/09
/2024 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

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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.

Appendix- A

Date: / 09 /2024

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 25/ /2024, Dated: / 09/2024

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

1	No. of copies	500 (Five hundred), subject to change
2	Size of Diary	1/8 Crown
3	Cover Page Quality	Cover will be of the following components 1. A grade super quality PU leather sheet. With foam spounge inner having golden foiling
4	Cover Back page	1. A grade super quality PU leather sheet. With foam spounge inner
5	Inner Two colour pages	Inner single colour pages on 70 GSM A grade BP Maplitho of high brightness. 1. No of pages : 220 pages \pm 10 pages
6	Binding	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	Page Marker (Book Mark)	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	Layout / Artwork	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	Each Dairy packing	Packing for each dairy in polythin bag
10	Packing	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	Delivery	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.
	Rate per copy	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.-----