

Sir,

The National Assessment and Accreditation Council (NAAC) is an autonomous organization established by the University Grants Commission (UGC), with its headquarters in Bangalore. We have the printing work with following specifications:

- A) **Job Name** : **NAAC Letter Head**  
Size : Demy 1/4<sup>th</sup>  
Quantity : Each pad (100 sheets)  
Printing : Screen Printing (Name & Designation will be both in Hindi & English)  
Text Paper : JK Executive Bond  
Colors : Red, Blue & Gold  
Finishing : Wrapper turned back board attached  
Binding : Side Gumming
- B) **Job Name** : **NAAC Letter Head**  
Size : Demy 1/8<sup>th</sup>  
Quantity : Each Pad (100 Sheets)  
Printing : Screen Printing (Name & Designation will be both in Hindi & English)  
Text Paper : JK Executive Bond  
Text : Three Colors, One page  
Colors : Red, Blue & Gold  
Finishing : Wrapper turned back board attached  
Binding : Side Gumming
- C) **Job Name** : **NAAC Visiting Card**  
Size : 9cms width X 5.5cms Height  
Quantity : Each card  
Printing : Screen Printing Front & Back (Front English & Back Hindi)  
Text : Three Color  
Colors : Red, Blue & Gold  
Paper : Ivory Card

*Office address to be printed on the front- side and residence address on back-side (single color-Blue)*

.....contd

D) Job Name : NAAC Visiting Card  
Size : 9cms width X 5.5cms Height  
Quantity : Each Card  
Printing : Screen Printing Front & Back (Front English & Back Hindi)  
Text : Text Color  
Colors : Red, Blue & Gold  
Paper : Plastic Card

***Office address to be printed on the front- side and residence address on back-side  
(single color-Blue)***

E) Job Name : NAAC Travelling Allowance Bill  
Size : A4 Size Maplitho  
Printing : F/B  
Color : 2 Color  
Paper : 80 GSM Paper

Job Name : Envelope Covers with Gumming  
Size : 8 1/2 X 6"  
Paper : 100 GSM

F) Job Name : Cheque/DD/Payment Voucher  
Size : 1/6 Size  
Paper : Yellow

G) Job Name : Receipt Book  
Size : 1/8 Size  
Color : Two Color Printing Strip Binding

H) Job Name : NAAC Note sheet Ledger Paper  
Size : A4 Size

**Note: The contract will be for one year from the date of Work Order**

Price should be exclusive of GST. TDS will be deducted as per GOI rules. The last date to submit your quotation is **19th Dec 2021**. The sealed envelope should be sent through post/courier or by hand and Quotation should be super scribed the Job name, reference number and the last date of quotation:

**Thanking you,**

Yours sincerely,



(Arun. M)