

CENTRAL INSTITUTE OF ROAD TRANSPORT

Post Box No. 1897, Pune Nasik Road, Bhosari, Pune - 411 026

Tel.: (020) 67345300 Fax.: (020) 67345403

E-mail : editor@cirtindia.com, raj@cirtindia.com Website : http://www.cirtindia.com

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12 April 2019

Printing of INDIAN JOURNAL OF TRANSPORT MANAGEMENT

Dear Sir,

SEALED and SUPERSCRIBED quotations are invited for printing by Offset Process our quarterly Journal "*Indian Journal of Transport Management*" for the year April 2018 to March 2019 (Four issues - April-June, July-September, October-December 2018 and January-March 2019). The specifications of the Journal are as follows :-

Size of the Journal	27.5 Cms X 21 Cms
Number of Inside Pages per issue	56 - 96 (approx.)
Print Order	700 copies per issue
Paper to be used for Inside Pages	90 GSM Matt Imported Art Paper
Paper to be used for Cover	220 GSM Indian Art Card

The Inside pages will contain running matter, tabular matter, photo illustration, advertisements and 30-40 pages of statistical data. The Journal will have **few multi-colour pages** containing photographs / graphs etc. **randomly spread in each issue**. For inside pages, soft copy (MS Word/Excel) of the material will be provided by us together with a Hard copy. You will have to make up the pages and give us initially a **black & white proof** and later one final **colour dummy proof** for approval. The job involves preparation of layout, DTP, designing the cover, processing and printing the Journal including the cover, gloss lamination, perfect binding and free delivery at CIRT. You will also have to provide us **ten reprints** each of all the articles and a **soft copy** (PDF File) of every issue.

Kindly quote in the **following format only** on your letterhead :-

Sr No	Particulars	Rate (Rs.)
1	Rate for Printing of Cover Lot (Lumpsum) in Multi-Colour (both sides) including paper, designing, printing and Gloss Lamination of Front Side (The design for Cover and advertisements shall change for each issue and may include colour photographs) (700 copies)	
2	Rate for Printing of Inside Pages in Single Colour (including paper, page making, processing and Printing) Quote for Rate PER Page (700 copies)	
3	Rate for Printing of Inside Pages in Multi-colour (including paper, page making, processing and Printing) Quote for Rate PER Page (700 copies)	
4	Perfect Binding charges (for lot of 700 copies)	
5	Total printing & binding charges for 700 copies of the Journal with 72 inside pages (64 pages in Black & White and 8 pages in Multi-Colour) and Cover as per Sr. No. 1 above	
6	Taxes (GST), if any (Specify Rate & Amount)	
7	Total printing & binding charges for 700 copies of the Journal with 72 inside pages (64 pages in Black & White and 8 pages in Multi-Colour) and Cover as per Sr. No. 1 above (INCLUSIVE of all Taxes)	
8	Rate for ONE additional copy of the Journal in case of <u>INCREASE</u> in print order (if required) (up to 200 copies)	
9	<u>Reduction in rate</u> for ONE copy of the Journal in case of <u>DECREASE</u> in print order (if required) (up to 200 copies)	

TERMS AND CONDITIONS : As given on the reverse.

Your Sealed and Superscribed quotation addressed to 'The Director, Central Institute of Road Transport, Post Box No. 1897, Bhosari, Pune 411 026' should reach us latest by 1700 hrs on **6 May 2019**.

Thanking you,

Yours faithfully,

EDITOR

TERMS AND CONDITIONS

- 1) **Paper samples** (for Cover and Inside Pages) should be enclosed with the quotation. Quotations without paper samples will be **rejected**.
 - 2) An **Earnest Money Deposit** (E.M.D.) of **Rs. 5,000=00 (Rupees Five Thousand only)** by Demand Draft/Cheque in favour of "Central Institute of Road Transport" payable at par at Pune is to be submitted along with the quotation. Quotations received without E.M.D. as above will be rejected. E.M.D. is refundable to unsuccessful tenderers only.
 - 3) The rates of VAT, sales tax, GST, Excise duty or any other tax must be clearly indicated separately where chargeable in the absence of which it will be deemed that no taxes are payable by us. We are not exempted from taxes and we do not issue tax exemption or concession form.
 - 4) Your offer should be kept valid for at least 3 months from the date of opening the quotation. If the validity of your offer is not mentioned specifically, it will be presumed that the validity of the same is 90 days.
 - 5) Mode of payment: Payment will be made within 30 days from the date of receipt and inspection of Journal copies. **Attractive cash discount shall be considered for payment within 10 days if mentioned specifically.** In case of not mentioning any payment terms in your offer, it will be presumed that the payment terms of CIRT are acceptable to you.
 - 6) Free delivery of proofs/journal copies at CIRT, Bhosari, Pune - 26.
 - 7) Quotations duly sealed and superscribed should reach on or before the due date strictly.
 - 8) The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and also reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason.
 - 9) All disputes of any nature are subject to Pune jurisdiction only.
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