

**Part 2 Financial Bid (Price Schedule- To be kept in sealed envelope No. 2)****Quotation for printing and supply of envelopes/stationery etc.****Quoted Rates**

SI No	Name of the Item with printing specifications	Units	Quantity	Paper thickness in GSM *	Amount (in Rs.)	SGST %	CGST %	GST Amount (in Rs.)	Gross Amount (in Rs.)
1	<b>Imprest bill format</b> : A4 size, two pages, single colour, both side impression.	Pad of 50 sets	100 pads	60					
				65					
2	<b>Counselling claim format</b> : A4 size, single page, Single color , one side impression.	Pad of 100 sets	300 pads	60					
				65					
3	<b>Counselling report format</b> : A4 size, single page, single color, one side impression.	Pad of 100 sets	200 pads	60					
				65					
4	<b>Counselling schedule format</b> : A4 size, single color, one side impression.	Pad of 100 sets	200 pads	60					
				65					
5	<b>Students' attendance sheet:</b> A4 size, single color, one side impression.	Pad of 100 sets	500 pads	60					
				65					
6	<b>Award lists for assignments:</b> A4 size, single color, one side impression, <b>in duplicate.</b> Serial numbered. Original-Cream Ove, Duplicate-Ove Pink	Pad of 50 sets	500 pads	60					
				65					
7	<b>Remuneration bill for evaluation of assignments:</b> A4 size. Single color, one side impression.	Pad of 100 sets	200 pads	60					
				65					

8	<b>Global comments sheet:</b> A4 size, single color, one side impression	Pad of 100 sets	250 pads	60					
				65					
9	<b>IGNOU student identity card:</b> Art board, with two colour printing. Both side printing. Size 7.3"x 4.2". (sample provided)	Pack of 500 pcs X 10	5000 pieces	200					
				250					
10	<b>Envelopes:</b> White, Address & Logo printed in two colours (Turquoise Blue & Black). Size 10" X 4.7"	Set of 500 pcs X 10	5000 pieces	72					
11	<b>Window envelopes:</b> White, Address & Logo printed in two colours (Turquoise Blue & Black). 10" X 4.7". Window size 4.5'x 2' (Window placed above one inch from bottom and one inch from left)	Set of 500 pcs X 10	5000 pieces	72					
12	<b>Cloth-lined envelope:</b> Light Green. Inner cloth lined. Address & Logo printed in single colour. Size 14" x 10"	Pack of 500 pcs X 10	5000 pieces	80					
13	<b>Inner laminated envelope with strip gumming:</b> Cream colour. Inner laminated with strip gumming. Address & Logo printed in single colour. Size 13"x9"	Pack of 500 pcs X 10	5000 pieces	80					
14	<b>Change /correction/SC/RC format :</b> A4 size, single page, single color, one side impression.	Pad of 100 sets	20 pads	60					
				65					
15	<b>Application for issue of migration certificate :</b> A4 size, single page, single color, both side impression.	Pad of 100 sets	20 pads	60					
				65					

16	<b>No objection for inter Regional Transfer:</b> single color, one side impression, in duplicate. Serial numbered. Original-Cream Ove, Duplicate-Ove Pink. Size 7.5” x 5“	Pad of 100 sets	10 pads	60					
				65					
17	<b>Medical reimbursement form (Outdoor):</b> A4 size, two pages, single colour, 1st page both side impression, 2 <sup>nd</sup> page one side impression.	Pad of 100 sets	10 pads	60					
				65					
18	<b>Letter head:</b> A4 size, Royal Executive Bond paper, white, with Logo & Address. Two colours (Turquoise Blue & Black) Address: bilingual as per IGNOU Brand Manual available at www.ignou.ac.in	Set of 500 pcs X 2	1000 pieces	75					
			1000 pieces	80					
19.	<b>Visiting Card:</b> White. With Logo & Address. Three colours (Turquoise Blue, Black, Red) Address: bilingual. Size 3.4’ x 2.2’. As per IGNOU Brand Manual available at www.ignou.ac.in	Set of 100 pcs	200 cards	250					
			400 cards	250					
20	<b>Scribbling pad:</b> White. With name of University & Logo printed on each page. Single color, one side impression. Size 8.5” x 5.25“, with perforation on each page. Cover light blue, 85 gsm, address & logo dark blue, back cover thick card board with binding.	1 pad of 20 leaves	500 pads	60					
				65					
<b>Total</b>									

Gross Total in words: Rupees ..... only

Discount offered if any: .....

\* Any other quality, if any (mention details including GSM)

*Printed envelopes/Forms should be packed as sets (Like set of 50/100 etc)*

*Any overwriting done in the financial bid shall be countersigned*

**Date** :.....

**Signature and Seal**

(Address , Phone No & Email id)