

**NMM/36/M&P/Gen/2019-20**  
**National Mission for Manuscripts**

**Inviting sealed quotation for printing of 2000 numbers of posters (bilingual)**  
**during year 2019-20**

National Mission for Manuscripts a project under the Ministry of Culture, Govt. of India invites seal quotation for printing of its Bilingual posters in Hindi and English during the year 2019-20.

The sealed quotation should reach the following address reach **not later than 5.00p.m. on 22.01.2020.**

The Director,  
National Mission for Manuscripts,  
Indira Gandhi National Centre for the Arts,  
11, Mansingh Road,  
New Delhi – 110011

**Eligibility criteria**

- The bidder should have own fully fledged designing and artwork systems with all the required state of the art infrastructure facilities like hardware and software systems.
- The bidder shall do the laying out of the pages, with the capability to do even last minute changes and corrections.
- The bidder should have at least 3 years of experience in production of magazines, brochures, journals and annual report and multi language work.
- The bidder should have an annual turnover of at least Rs.5 Lakhs, average for last three years.
- The bidder should have a dedicated team with sufficient employee strength including designers, content writers/editors with journalism background for undertaking this project.

### **Specifications of the poster to be printed**

Sl. No.	Item	Description
1.	Size	24.05X27.05 (Finish)
2.	Paper	Art glossy paper
3.	Text Areas	Full page
4.	Text	Composing in English Hindi with illustrations in multi colors.
5.	Number of page	1
6.	Copies	2000
7.	Other	Back with adhesive
8.	Rate is to be quoted for 2000 numbers of poster mentioning cost & taxes separately along with typesetting, packing and delivery of printed posters at NMM.	

**The following information may be furnished with the quotation:**

Sl.No	Description	Details
1.	Name of the bidder/printer	
2.	Address — Office With Name of the contact person and telephone & fax numbers and email address	
3.	Local sales tax Registration No., PAN No., TAN No, and VAT No.	
4.	Banker and their address, a/c no. with RTGS/N EFT details.	
5.	Whether you have minimum 3 years of experience in handling typesetting, designing and ARTWORK works or brochures, magazine etc. Say " Yes" or " No"	
6.	Constitution of the company	
7.	3years Documents of turnover	

I / We confirm that the information provided above is correct to the best of my knowledge and any concealment of facts will read to my disqualification at any stage by the Board.

Authorized

Signatory

Name:

Date :

Place :