

**File No. IGNCA/KN/Mss/07/2014-15**  
**Indira Gandhi National Centre for the Arts**  
**Kalanidhi Division**  
**Manuscript Unit**

**Invitation of Quotation**

IGNCA is intending to invite quotation of rates from reputed printers/publishers, who are experienced in printing of academic books for publication of Descriptive Catalogue of Manuscripts.

Name of the Work	:	Publication of Descriptive Catalogue of Manuscripts in Book Form (Total 3 Books)
Quantity	:	200 Copies of each book
Size	:	11.5"x8.5" (trimmed size)
Pages	:	Volume-I (Part-II & III) – 400 Pages (Approx.) Volume-I (Part- IV-1) – 600 Pages (Approx.) Volume-I (Part-IV-2) – 600 Pages (Approx.)
Paper	:	90 gsm Super Sunshine/Map litho, natural shade
PLC	:	130 gsm art papers, 4 colour, matt laminated mounted on hard cover
Jacket	:	170 gsm art papers, 4 colour , matt laminated
Ends	:	plain 150 gsm Super Sunshine
Binding	:	Section sewn, hard binding with 4 colour
Inputs	:	Matter to be provided in soft copy in MS-Excel format and layout designing, typesetting, formatting and preliminary proof reading to be done by the printer/publisher. However, Sample designing/Templates, Index and Introduction etc. shall be provided by the IGNCA.

Terms and Conditions :

1. The publication of above books will be carried out in two phases. The Volume-I (Part-II) will be published in first phase. The other Volume-I (Part-III and IV) will be published in the second phase. Therefore, the rates quoted by the firm should be valid for 1 year from the date of opening of their quotations.
2. Other items, if any may also be included while quoting rates.
3. Sample of papers; Hard Cover, Print paper etc. should be submitted along with the quotations.
4. The printers must submit a proof of experience of similar publications and submit a specimen copy of a recently printed book.
5. The interested printers/publishers may visit IGNC A and see the earlier publication before submitting their rates.
6. Payment will be released only after completion of publication work of each book.
7. IGNC A reserves the right to accept or reject any quotation without assigning any reason.

If you are requested to quote your rate for offset printing of the above job. The signed & sealed quotation must reach the undersigned by 22.04.20016. The quotation will be opened on 26.04.20016.

For any further clarification, please contact Dr. Kirtikant Sharma, Chief Editor (KN).

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