

# The Institution of Electronics & Telecommunication Engineers

## Printing Services

### **1) Description of Printing Work (Approximate quantity required per year):**

Letter Head	-	50 pkt
Visiting Card	-	10 pkt
File Cover	-	100
Certificate	-	10000
Envelopes 10"x4"	-	500
Envelopes-A4	-	1000
Envelopes 16"x4"	-	500
Vouchers	-	2500
Annual Report	-	1000
GC Directory	-	500
Newsletter	-	6500
Journals (03) TR & JR	-	1600 Each
Journal of Education	-	850
Answer books	-	5000

### **2) Scope of work:**

Printing of above material as and when required as per specification to be notified on the time of allocation of the work

### **3) Terms & Conditions**

- (i) Contractor shall not subcontract the printing jobs to any outside agency including their franchisee
- (ii) The contract shall be for a period of one year from which the contract is signed
- (iii) The contract can be terminated at any time by giving one-month notice to the party in writing at the discretion of this office.
- (iv) Payment shall be made project to project after satisfactory delivery of the printing job. No advance payment will be made in case.

### **4) Tendering Fee**

A demand draft of Rs. 1000/- in the name of Secretary General IETE for processing the tenders

### **5) Last date of Submission** -

Interested parties can submit their quotations/expression of interest along with requisite fee in a sealed cover to the Secretary General, IETE, 2, institutional Area, Lodhi Road, New Delhi-03, latest by **31 Mar 2019**.