

Dear Sir / Madam,

This has reference of printing of Posters, Brochures, Invitation and Intimation Cards of Repertory Company's production of National School of Drama. In the above context, it is needful to mention that the National School of Drama is a premier institute, imparting training in Dramatic Arts leading to three-year diploma course in Acting and Design. The institute comes under Deptt. of Culture, Ministry of Culture, Government of India and fully financed by Deptt. of Culture. The Repertory Company performs 3 or 4 new productions every year.

We would like to invite the quotations from reputed printers of Delhi & NCR. The following are the detailed work to be undertaken:

Poster (Offset)

Size	Paper	Quantity	Remarks	Rate
17" X 22"	170 GSM Imported Art Paper	200	1 colour	
19" X 26"	170 GSM Imported Art Paper	200	2 colour	
19"X 29"	170 GSM Imported Art Paper	200	4 colour	

Invitation Card

Size	Paper	Quantity	Remarks	Rate
Size – 9"x 4"	4 + 4 colour on 300 GSM Imported Art Card	500	Colour	

Information Card

Size	Paper	Quantity	Remarks	Rate
Size – 9"x4"	4 + 4 colour on 300 GSM Imported Art Card	1500	Colour	

Brochure (A)

Pages	Size	Paper	Quantity	Remarks	Rate
16 pages in single colour, Cover Page 4 + 4 colour	8.25 X 11 (Inches)	95 GSM Sunshine Super print paper 250 GSM Imported Art Card	1000	B/W 4 Colour	
16 pages in 4+4 colour Cover Page 4 + 4 colour		130 or 170 GSM Imported Art Paper 300 GSM Imported Art Card duly laminated	1000 1000	4 Colour 4 colour	
Extra 4 pages 4 + 4 colour	8.25 X 11 (Inch)	95 GSM Imported Art Paper Sunshine Super printing 130 or 170 GSM Imported Art Paper	1000 1000	B/W 4 Colour and Multi Colour	

Apart from above, we would like to include few more aspects:

1.	Designer will provide all the material including photographs etc.
2.	The design of the poster and broacher will be given in CD after all designed lay out.
3.	One DTP operator may also be invited from approved firm in the institute to help the Director time to time during the production process.
4.	The approved firm has to depute one skilled messenger for taking and delivering the proof and draft matter as per our need and no extra payment will be made for his visit.
5.	The rates in all respect should be actual and there should not be any hidden rates.
6.	During production process, the firm may be asked to work even in odd hours for which no extra payment will be released.
7.	The delivery of the material would be at the institute only.
8.	If there is any change in the paper material other than above, the rates will be discussed thoroughly and a fresh rates will be invited by the firms.

9.	If there is any extra charge (if any), the firm must quote the same in their quotations.
10.	The quoted rates will be valid for six months only.
11.	The higher authorities of NSD can reject or cancel any quotation or quotations as such without assigning any reason whatsoever.

The Quotation should reach the Chief of Repertory Company, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi - 110001 on or before 20.05.2015.

Thanking you,

(Suresh Sharma)

Chief of Rep. Co.