



EXPRESSION OF INTEREST

No.VSSUT/OOR/574

Dated: 30.11.2022

Sealed quotations are invited from Printing Firms having up-to-date ITCC, GST Registration for printing & supply of University Diaries, Table Calendar and Pocket Calendar for the University on or before **15th December, 2022 by 5.00 P.M.** by Registered Post/Speed Post. The University authority reserves the right to accept any or reject all the EOI without assigning any reasons thereof. For details specification including terms and conditions visit University website www.vssut.ac.in.

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Copy to:-

1. University Notice Board.
2. Director, Department of I&PR, Govt. of Odisha, Bhubaneswar with a request to publish the advertisement in one issue of the all Odisha edition of "The Samaj" using minimum space at the I&PR approved/lowest rates. The bill may be sent in triplicate along with a copy of the paper in the which the publication is made.
3. The Dean, Faculty & Planning with a request to upload the advertisement in University website. www.vssut.ac.in.
4. The Comptroller of Finance for information and necessary action.
5. PA to VC for kind information of Hon'ble Vice-Chancellor, VSSUT, Burla.
6. Director VIMSAR/Registrar, Sambalpur University/Executive Officer, Municipality Sambalpur with a request to display the same in their office Notice Board.

REGISTRAR

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Technical Specifications of Diary

The specification of Diary for the year 2023 will be as detailed mentioned below.

Item	Description	Quantity (350 Nos.)
FORMAT	Diary will be of one date a page, excluding end paper plus 1 sheet extra for photographs and 9 sheet for other official information with multi coloured printing.	
DESIGN	Basic art work to be given by University, Design to be done in consultation with University Authority.	
SIZE	Crown 1/8 th size	
PAPER	80 GSM of paper parchment	
COVER	As per the sample available in the office of Registrar	
BINDING	Spiral Binding	
EMBOSSING	University Logo (on all Diaries), University name (on all Diaries) and "2023"(on all Diaries) to be Embossed (as per sample) top side of the diaries. The name of the Officers i.e. VC, Registrar, COF, Deans, HODs and faculty members, are required to be embossed inside the Diary.	

The specification of Diary, Table Calendar & Pocket Calendar – 350 nos. for the year 2023 will be as per the sample available in the Office of the Registrar. Any changes will be made as decided in consultation with Vice Chancellor.

