



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, SIDDHI VIHAR, BURLA

EXPRESSION OF INTEREST

No.VSSUT/OOR/ 597

Dated: 14.12.2021

Sealed quotations are invited from Printing Firms having up-to-date ITCC, GST Registration for printing & supply of University Diaries & Table Calendar for the University on or before **21st December, 2021 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.

Leaf
14.12.2021
REGISTRAR

No.VSSUT/OOR/ 598

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Copy to:-

1. University Notice Board
2. The Dean, Faculty & Planning with a request to upload the advertisement in University website. www.vssut.ac.in.
3. The Comptroller of Finance for information and necessary action.
4. PA to VC for kind information of Hon'ble Vice-Chancellor, VSSUT, Burla.
5. Director VIMSAR/Registrar, Sambalpur University/Executive Officer, Municipality Sambalpur with a request to display the same in their office Notice Board.

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Technical Specifications of Diary

The specification of Diary for the year 2022 will be as detailed mentioned below.

Item	Description	Quantity
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	Inside – 14.8 cm x 21.0 cm; Outside – 15.3 cm x 22 cm	
PAPER	80 GSM of A"grade paper mill	
COVER	Board of 2 mm thickness of Star Mill on front and back cover to be used PU Letherite material of Indian Make in TAN Colour with front side foam padding 4 mm high density foam with Double Sticking on front side with matching thread and matching magnetic flap (as per sample available with the University).	
BINDING	Binding process should be carried in automatic binding units. Hard and clip bound should be quoted separately.	
EMBOSSING	University Logo (on all Diaries), University name (on all Diaries) and "2022"(on all Diaries) to be Embossed (as per sample) top side of the diaries. The name of the Officers i.e. VC, Deans, HODs and faculty members, are required to be embossed on front right bottom side of Diary (in some of the Diaries) should be quoted separately.	

The specification of Table Calendar – 350 nos. for the year 2022 will be as per the sample available in the Office. Any changes will be made will be decided in consultation with Vice Chancellor.

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14.12.2021