



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
Near National Highway No. 216A, Kadakatla, Tadepalligudem – 534101
West Godavari District, Andhra Pradesh

Ref. No.: NITANP/SMMMD/TENDER/2025-26/84

Date: 23/03/2026.

TENDER ENQUIRY

Sub: Printing of Annual reports for the year 2024-25 in both English (50 Copies) & Hindi (50 Copies) Version, and each copy contains 250 to 300 pages- Quotation invited –Reg.

Please send your lowest quotation for the above **work/supply** as per the specifications/ requirements mentioned in **Annexure-1**. The lowest quotation must be submitted **ON FIRM LETTER HEAD** in the given format (**Annexure-1 along with necessary documents as specified and duly abiding to the important instructions**), failing which bid shall be treated as Unresponsive. The quotation is to be sent in a sealed envelope to the following address:

**C/o Tender Box
Material Management & Disposal Section (006, Ground Floor)
Sardar Vallabhbhai Patel Administrative Building
National Institute of Technology Andhra Pradesh,
Near National Highway No. 216A, Kadakatla,
Tadepalligudem – 534101
West Godavari District, Andhra Pradesh.**

The quotation has to be sent by Post (Ordinary / Register / Speed Post) or drop in Tender Box physically. (Any other mode will not be accepted)

The envelope must be superscribed as "**QUOTATION**" at the center of the envelope and the above **reference number at left top** along with the **Subject of the tender** on the envelope.

Please note that, the bid envelope received without the above-mentioned superscription **shall be treated as UNRESPONSIVE**.

The last date to receive the sealed envelope with quotation is 13.04.2026.

Annexure-1

Name of the Work: Printing of Annual Reports for the Academic and Financial year 2024-25 for NITANP.

S. No	Description of items	Quantity	Unit Cost (In Rs)	Amount (In Rs)
1	Printing of Annual Reports for the Academic and Financial year 2024-25 in English, each copy contains 250 to 300 pages	50		
2	Printing of Annual Reports for the Academic and Financial year 2024-25 in Hindi, each copy contains 250 to 300 pages	50		
Sub Total				
(GST@ _____ %)				
Grand Total				

SCOPE OF WORK: Designing and Printing of Annual Reports:

A1. IN ENGLISH Language:

Sl. No	Filters	Required Specification
1	Type of Printing	Printing with Material
2.	Category of Printing	Report/Yearbook
3.	Mode of Printing	Digital/Offset
4.	Single/ Double Sided	Double Sided (Both Sided- Front and Back)
5.	Colour of Printing	Multi-colour
6.	Paper Content	Text + Pictorial, Multi colour
7.	Paper Material	Art Paper. 150 GSM
8.	Standards of Paper	As per specification
9.	Size of the Paper (in cm)	A4 H X B = 28 cm X 21.5 cm
10.	Number of languages of printing	As mentioned in the scope of work
11.	Cover Page	300GSM ITC Board, Matt, Laminated, Drip-off for front cover.
12.	Binding	Perfect Binding with stitching
13.	Packaging Required	Brown + Plastic sheet + Carton

14.	Additional Support	Designing Support, Formatting Support & Logistic Support (Delivery of Order to the Consignee)
15.	Scanning	No
16.	Number of Pages	Approximately 250 to 300 Pages
17.	Number of Copies Printed in English language	50

A2. In Hindi language:

Sl. No	Filters	Required Specification
1	Type of Printing	Printing with Material
2.	Category of Printing	Report/Yearbook
3.	Mode of Printing	Digital
4.	Single/ Double Sided	Double Sided (Both Sided- Front and Back)
5.	Colour of Printing	(Multi-colour)
6.	Paper Content	Text + Pictorial, Multi colour
7.	Paper Material	Art Paper, 150 GSM
8.	Standards of Paper	As per specification
9.	Size of the Paper (in cm)	A4 H X B = 28 cm X 21.5 cm
10.	Number of languages of printing	As mentioned in the scope of work
11.	Cover Page	300GSM ITC Board, Matt, Laminated, Drip-off for front cover.
12.	Binding	Perfect Binding with stitching
13.	Packaging Required	Brown + Plastic sheet + Carton
14.	Additional Support	Designing Support, Formatting Support & Logistic Support (Delivery of Order to the Consignee)
15.	Scanning	No
16.	Number of Pages	Approximately 250 to 300 Pages
17.	Number of Copies Printed in Hindi language	50

The Firm/Bidder must submit the following documents along with the Quotation, failing which the bid shall be treated as UNRESPONSIVE:

1. Certificate of GST Registration.
2. Copy of the tender document and enclosures with Bidder's signature and seal.

Important Instructions:

1. L1 will be identified based on the consolidated quoted price if otherwise not specified in the bid document.
2. The quotation should not contain any handwritten text except the Price quoted.
3. Rates should be clearly quoted against each item.
4. The quotation shall be valid for a minimum period of 90 Days from the closing date of the Bid.
5. The price quoted should be F.O.R. Destination (including Freight, insurance, loading, and unloading at the specific location in the premises of NIT Andhra Pradesh).
6. The Bidder shall inscribe the Tender reference number and Tender Subject on the bid envelope submitted to the Institute.
7. Please note that the Director reserves the right to modify or alter the specifications and also to reject any or all the Quotations without assigning any reasons thereto.
8. The Institute is not responsible for delays/loss in postal transit or due to any other reasons in regard to timely receipt of the bid.

**Sd/-
Associate Dean, P&D (SMMD)**