

GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION & BROADCASTING  
CENTRAL BUREAU OF COMMUNICATION  
REGIONAL OFFICE, BHUBANESWAR

**INVITATION FOR TENDER/QUOTATION**

F. No. 13(16)/25- 161

Dated: 28-5-2025

Subject:-Quotation for printing of Big Booklet, KIT folder with Docket on Government of India Schemes in Odia language.

Quotations are invited from interested Firms/Agencies located in Bhubaneswar for printing of Big Booklet (1000pcs) and Kit folder with Docket (500pcs) on Government of India Schemes in Odia language as per the specification detailed below.

**1. Printing of Big Booklet**

The specifications of Big booklet are as follows:

- a) Size: 6.5" x 9.5" (approx.)
- b) Language: Odia
- c) Quantity: 1000 copies
- d) Paper : 100 GSM Bilt/ equivalent quality Matt finish Indian art paper for text pages.  
220 GSM Bilt/ equivalent quality Matt finish Indian art card for cover.
- f) No. of colors: Four process colours throughout
- g) Process of production: Offset
- h) Style of Binding/Finishing: Booklet is to be section sewn with cover pasted over/  
perfect bound and outer cover is to be matt laminated before finishing.
- d) Text pages : Up to 124 pages excluding cover page  
(No. of pages may vary, hence rate are to be quoted page wise)

**2. Printing of Kit folder with Docket**

The specification for Kit folder with docket are as follows

**Description:**

A Jacket is to be printed in line & tone design in 4 process colours. After printing kit folder (docket) will be die-cut/creased with a provision of a pocket in size of 4.5"x4.5" on inner right page 3 and will be folded from bottom side and pasted on foreedge. Each folder will comprise 6 pages (2fold)duly printed in four process colours on both sides and folded twice vertically. All 8 folders are to be inserted in the pocket.

Correction/improvements marked in the final colour proofs will have to be carried out by the printer at their end.

- a) Paper size for Jacket(Docket) -10" x13.5" with pocket at the right side  
Docket Open size-9.5" x 9.25"  
Size : 9.25"x4.5" with 8 folders(2folds)  
Open size 11.75" x 8.5" -Finished size 4"x8.5" (Approx.)

Paper : i. 100 GSM bilt Royal/equivalent quality Indian Art paper for folders & 250 GSM India Art card for Jacket(Docket).

ii. 250 GSM Bilt Royal/equivalent quality Indian Art card for Jacket (Docket).

- b) Colours : Jacket (Docket) – 4 Process Colors on one side  
Insert Folders –4 Process. Colors both sides.  
c) Language : Odia  
d) Quantity : 500 pcs.

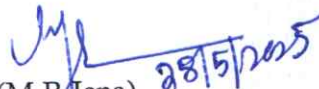
i) **Delivery instruction:** The printed copies should be properly packed with good quality Kraft paper duly labeled depicting the name of job and language/quantity and to be delivered to : **Central Bureau of Communication, Regional Office, Bhubaneswar. At: National Academy of Broadcasting and Multimedia (NABM), Administrative building, IIIrd floor, Chandrasekharpur, Near OMFED Square., Bhubaneswar-751017.**

Time schedule: Materials are to be delivered within 05 days of receipt of order.

Other Remarks :

1. The time schedule must be strictly adhered to.
2. Avery high class workmanship will be required.
3. Rates should be quoted both in words and figures, preferably typed. Any overwriting in rates etc. may render the tender as invalid.
4. Please quote your rates strictly on the basis of the specifications including cost of paper & other materials and all taxes.
5. No additional claim whatsoever (cost or time) will be admitted for reproofing in the event of unsatisfactory proofs.

The quotations must be submitted in a sealed envelope superscribed on the top of the envelope "Quotation for- Booklet & Kit folder on Govt. of India Schemes) and reach this Office by ordinary post/ speed post/registered post/courier or in person **latest by 3 pm on 5 June 2025.**

  
(M.P. Jena) 28/5/2025  
Head of Office  
CBC, RO, Bhubaneswar