

Quotation Inviting Authority : SHREE SAIBABA SANSTHAN TRUST SHIRDI, AP-SHIRDI, TAL-RAHATA, DIST-AHILYANAGAR, MS-423109				
Name of work : Printing of Brochure/SSSTS Information Booklet for Public Relations Office				
Sealed quotations are invited for printing of information booklet. The detailed specification of booklet is as mentioned below.				
SCHEDULE OF WORK				
Sr. No.	Description of Work	No. or Qty	Rate Per Nos (Inclusive of all taxes)	Total Rate (Inclusive off all taxes)
1	Shree Saibaba Sansthan Trust, Shirdi's Booklet (Brochure)/ SSSTS Information Booklet for Public Relations Office Cover Size : - 8.5" (W) X 11.5" (H) (A4 Size) Inner paper size:- 8.5" (W) X 11.5" (H) (A4 Size) Total printing matter :- 24 pages (12 Leaves) Inner Paper :- 20 pages (10 Leaves) printed on 120 GSM ISI 'A' grade glossy art white paper with 4+4 colour printing. Paper for outer cover :- 04 pages (2 Leaves) printed on 170 GSM ISI 'A' grade glossy art paper 4+4 colour printing with gloss lamination. Binding - 2 pinning. (Center Pinning) Packing - 50 books shrink wrapping.	1,000		

The terms and conditions for printing booklet of Shree Saibaba Sansthan, Shirdi will be as follows.

1. Incomplete quotations with conditions and received late will be summarily rejected.
2. Supply of booklet should done within 10 days after receiving the purchase order.
3. Payment condition : 100 % after delivery.
4. Quotations should be submitted in sealed envelope as:

Quotation for Printing of Brochure/SSSTS Information Booklet - Publication Department

Chief Executive Officer,
Shree Saibaba Sansthan Trust, Shirdi
Ap-Shirdi, Tal-Rahata, Dist-Ahilyanagar-423109

5. Quote submission from 30 Aug.-2025 10:00 to 06 Sept.-2025 17:00 in Sansthan inword section Genral Admin.Dept.
6. Rate should inclusive of all taxes, GST etc.
7. Delivery of books to be done at Public Reletion Office, Shirdi.

1 General Instrutions

- i) The eligible bidders will have to bear all costs for DTP, designing, page setup and any other related work for the Information Booklet printing.
- ii) Bidder should not make any changes in given matter without Sansthan Authority permission.

2 Dummy / Sample Copy

- i) Bidder should submit 5 Copies of provided printing matter to Sansthan Authority for approval purpose.
- ii) After approval of provided sample by Sansthan Authority, Bidder can proceed further.
- iii) Sansthan reserves the rights to make any changes in provided printing material, if necessary.

3 Delivery Period

- i) Bidder will have to give the delivery of books within 10 days but not later than the validity period of the bid.
- ii) The Sansthan Authority reserves the right to change schedule of suppling material as per the circumstance, if necessary.

For any of the Technical queries contact 02423-258808 or mail at publication@sai.org.in

Chief Executive Officer,
Shree Saibaba Sansthan Trust, Shirdi