

Central Institute of Petrochemicals Engineering & Technology (CIPET), Head Office, Guindy, Chennai-600 032
Specification, Terms & Conditions for printing & supply of Pre-print Certificates

Sl. No.	Paper Size	Paper Quality	Colour	Quantity
1	A4 (Pre-Printed Cut Sheets)	160 GSM Natural Shade Card paper	Multi colour with rainbow effect, royal blue logo	Post Diploma – 500 nos. Post Graduate Diploma – 3000 nos. Diploma – 6000 nos.
2	A4 (Pre-Printed Cut Sheets)	105 GSM Natural Shade Lucky Parchment paper	Single colour (Single side printing) Serial No. To be printed in the backside of mark sheet	30,000 nos.
3	-do-	-do-	Multi Colour Printing with water marking – single side printing (CIPET logo)	Course completion cert. – 10000 nos. Provisional Cert = 10000 nos. All India rank certificates -10000 nos.
Inclusion of security features for S.No.1 &2 only			1. Micro Text 2. Water Marking – CIPET Logo 3. UV Printing	

Terms & Conditions

1. The party should have in-house facilities to print and supply the certificates with security features.
2. The party should have experience minimum 5 years for printing and supply of certificates with security features (submit the document proof along with the quote)
3. The party shall be single point of contact with CIPET and shall be solely responsible for the execution and delivery of the work.
4. The party should be registered with appropriate tax authorities such as Income Tax, Service Tax/GST etc.
5. Completion of assignment in time is most important element of the contract.
6. The rates quoted shall be exclusive of duties and taxes.
7. The last date for submission of budgetary quote in sealed envelope is 31st March 2021, 17.00 hrs.
8. CIPET reserves the right to accept or reject any or all quotes either in part or in full without assigning any reasons thereof.
9. For further clarification please contact 044-22254780, Ext.600/610/620 & 22254514 or send mail to hocipet2018@gmail.com.
10. Delivery period and validity of quote
