

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallom, Thiruvananthapuram-27

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Ref. No. C-DIT/3/RRC/17/011

Date 05.05.17

Invitation for
Expression of Interest (EOI)
For Creasing and Centre stapling/ Stitching (binding) of booklets

C-DIT invites expression of Interest (EOI) from reputed firms/ agencies for the work of creasing and centre stapling of booklets. The work include

1. Centre creasing (single folding)of 80 micron laminated card
2. Collating inner sheets and outer cards (Inner sheets are already folded and available as a set for each card)- A5 size.
3. Centre stapling (Saddle stitching)/binding of booklets (after positioning outer cover and inner pages)
4. Counting and stacking into bundle of 30 booklets each and packing into boxes (to be supplied)

The firm/agency shall provide machinery and manpower for the above work at our camps in one or more of the 12 different locations across Kerala. The approximate quantity of A5 Size booklets to be creased and stitched/pinned is 5-10 lakh per location The EOI may indicate rates per booklet for the above work (all inclusive). Charges for transportation of manpower and machine to C-DIT camps shall met by the agency. The envelopes containing the EOI should bear the superscription "*Expression of Interest (EOI) for Creasing and Centre stapling/ Stitching of cards*" and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali hills, Thiruvallam, Thiruvananthapuram 695027. Interested individual/firm/agency with experience may submit the EOI offering rates of each work on their own papers by post/by hand/ by e-mail: procurement@cdit.org. Last date for receipt of EOI is **10th May 2017 , 3.00 PM**. Late offers will not be accepted.

Thiruvananthapuram

05.05.2017

Sd/-

REGISTRAR