

**Date: 19/11/2015**

**SPECIFICATIONS**

The Specifications of **IGNOU Diary-2016** are as follows:-

Quantity	:	10,000 copies
Size	:	7" x 9 ¼ " (finished size)
No. of Pages	:	204 pages approx. The pages include IGNOU information and each page of diary should contain 2 days. Friday, Saturday & Sunday (half page)
Cover	:	as per sample IGNOU Diary-2013
CRC/Design	:	The CRC /design will be prepared by the printer.
Cover Design	:	Provided by IGNOU
Printing	:	Two (2) Col. (including processing)
Paper	:	75 GSM Super sunshine for text and 120 GSM super sunshine for end papers. (Allowance of ± 2.5% as per BIS)
Binding	:	Section sewing, with hard bound as per sample IGNOU Diary-2013. Head bands, mounted on top and edge decoration provision of marker string (Tag).
Front Cover	:	Hard bound with matt finish with printed cover of 170 GSM on printing of IGNOU logo and address (Allowance of ± 2.5% as per BIS)
Packing	:	Each Diary to be packed in suitable size polythene
Earnest Money Deposit (Along with the quotation)	:	Rs.18,300/-
Last date of receiving the quotations:	:	30/11/2015 at 12:30 p.m.

The rates quoted for the Diary-2016 may include the cost of paper (text & end paper) printing & processing, material for binding etc. and delivery at the headquarters.

Sample IGNOU Diary 2013 may be seen at Room No. 5, MPDD, IGNOU, before quoting the rates. The specification and quality of the sample are to be strictly followed.

**(Pardeep Sahni)**  
**Registrar, MPDD**