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INSTITUTE OF MANAGEMENT IN GOVERNMENT
(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.
Thiruvananthapuram

No.IMG-TVM/439/2026-A4

Dated: 04-08-2026

SHORT QUOTATION NOTICE

Sealed quotations are invited for the “ **Design and Printing of Training Calendar of IMG for the year 2026-2027** ” . The matter for printing will be provided in soft copy. Requirements are as follows:

Cover page - Colour, 300GSM (**front and back & inner cover**)

Art card with matt lamination.

Inner pages – Colour, 130GSM (Glossy art paper)`

Total pages – Approx. **100 pages + 4 pages cover + Copies 180 Nos**

Report should be section stitched and binding should be of high quality. The design has to be handover via email to imgadm2025@gmail.com for initial approval. After receiving approval on the soft copy, a hard copy of the approved design has to be submitted for final written approval before starting the full print run. The printed copies should be delivered **within 3 days** from the date of approving the final version.

Interested firms may submit their lowest rate quotations for the work mentioned above at the IMG Main Campus , Thiruvananthapuram. Quotations should be addressed to the Secretary, IMG, Thiruvananthapuram, and must reach this office by **August 10, 2026 at 4 PM**. The work will be awarded to the firm that quotes the lowest rate, following an assessment of their competency in the field.

No advance payment shall be released by IMG in this regard and final invoice will be settled within 15 days payments , on receipt subject to the successful delivery of printed materials.

IMG will have all the right to accept or reject any / all bids without assigning any reason.

Yours faithfully

Biju J
SECRETARY

**Copy to: Notice Board /leading printing agencies /
Smt.Shyma ,Assistant (for publishing on the web site)**

Approved For Issue

Section Officer