



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Maidan Garhi, New Delhi-110068

**Material Production and Distribution Division**  
**EMPANELMENT OF PRINTERS**

IGNOU invites applications for empanelment of offset printers on University approved schedule of rates from well established and quality offset printing presses having following physical infrastructure/equipment.

- i) Should have at least two single colour machines of size 23" x 36" / 25" x 38.
- ii) In-House Processing facility
- iii) In-House Plate Making
- iv) In-House Binding arrangement
- v) Power Backup at least 75 KVA
- vi) 200 sq. mtr. minimum storage space.

Desirable : One four/double colour machine of minimum size 18" x 23" or 19" x 26". As part of in-house infrastructure. Presses with proper outputting from CD, the outputting machine should be compatible with MS Word/Page Maker, Coreldraw, PDF (Graphics in different formats along with mathematical symbol and devnagri scripts) may be preferred.

The printers will be required to undertake various kinds of quality publications with or without paper supplied by the University depending upon the job requirement for printing as per specifications prescribed by the University.

Interested and eligible offset printers can obtain the application form and other details for empanelment from the office of the Registrar, MPDD, Indira Gandhi National Open University, Maidan Garhi, New Delhi-110068. Tel. No. 29572022 or can download it from the website [www.ignou.ac.in](http://www.ignou.ac.in). The request for empanelment may be accompanied by a Demand Draft of Rs. 500/- (Rupees Five Hundred only) in favour of IGNOU, New Delhi, towards inspection and processing charges.

IGNOU reserves the right to accept or reject any application form for empanelment without assigning any reason.

The duly filled-in application form may be submitted to the office of Registrar, MPDD, within 15 days from the date of advertisement.

**(Registrar, MPDD)**