

10th June, 2011

**Quotation for Admission Brochures for the year 2012**

**Sub: Designing, Printing and Photography of Admission Brochures for the year 2012**

We are pleased invite quotation for the above subject. If you are interested you may submit your offer latest by 5.00 p.m. on 27<sup>th</sup> June,2011 as per detailed specifications given below in a sealed envelope along with an earnest money deposit (EMD) of Rs.5000.00 (refundable) by DD/Pay order in favour of FORE School of Management, payable at New Delhi

S.No.	Particulars	No. of Pages	Quantity	Rate per 1000	Tax%	Tax	Total
1	PGDM Admission Brochure- Full time programme.	40+4	10000				
	Envelopes		10000				
	Additional quantity of brochure						
	Additional quantity of envelopes						
2	PGDM – Admission Brochure- Part time programme.	8+4	2500	Per 500			
	Window Envelopes		2500	Per 500			
	Application form (in colour print)	4	500				

Note: Order for additional copies of brochures, envelopes & application forms shall be placed separately.

**Specifications:**

**Brochures (Coloured)**

- Size - International A-4 size (8.25” x 11.75”)- 1 fold .  
Paper - Cover – 300 gsm Imported Art Card  
Text – 135 gsm Imported Art Card  
Finish - Varnish/ laminate.  
Fabrication - Smart Binding with matt lamination on outer cover pages.

**Envelope:**

- Size - 9” x 12” for brochure  
Paper - 120 gsm super print  
Colour - 2 ( two)

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**Application Form( Coloured)**

Size	-	8" x 11.5" 4 pages (back to back print) single fold
Paper	-	135 gsm imported Art card.

Any of the above specifications can be changed as and when required. For any further clarification please contact Mr. Y.K.Mehta (Tel: 26569996 or 41242415) or Email: mehta@fsm.ac.in

**Quotation in two parts :**

- A) Technical quotations: For designing of the brochures and photography charges as per requirement should be sent in a sealed envelope duly specified as "Technical Quotation".
- B) Commercial quotations: Printing charges of Brochures, Application Forms and Envelopes should be sent in a separate sealed envelope duly specified as "Commercial Quotation.
- C) Both the quotations strictly put in single sealed envelopes, mentioning '**Quotation for Printing of Admission Brochure 2012**' on the envelope is to be sent by courier or to be dropped in the box kept with Security guard on main gate, if delivered personally, before the due date.
- D) **Please note that quotations sent through E-mail will not be accepted.**
- E) You are requested to send samples of relevant work done for prestigious educational institutions.
- F) Lay out suggestions for the new brochures are welcome.

**Terms & Conditions:**

- Two copies of CD containing brochures in PDF and word document( editable text and editable images) are to be provided without any extra cost.
- Please mention in the quotation, the format in which you would require the content to be provided to you.
- Sample of printing paper should be attached as per the above specifications i.e. Brochures, Cover pages, Envelopes, Inside page and application form.
- Delivery: Within 21 days after receiving the Purchase Order without any delivery charges
- Payment: Within 15 days after satisfactory delivery of the material.
- Packing should be consisting of 25 brochures in a packet. Total nos. of packet is 400 in full time programme.
- Packing should be consisting of 50 brochures in a packet. Total nos. of packet is 50 in part time programme. Application forms should be consisting 50 forms in each packet. Total Nos.of packets should be 10.

Please send your offer the following address:

K Sudhakaran  
Administrative Officer  
FORE School of Management  
B-18, Qutab Institutional Area  
New Delhi 110 016