

Sub : Quotation for Designing and Printing 1000 Placement Brochure

Greetings from FORE School of Management!

We plan to release the Placement Brochure for the new Placement Season 2011-12 in the coming months. This will consist of 48+4 pages of Placement Brochure and a 12+4 pages of Summer Placement Brochure. Hence, we invite you to send the design & print quotations based on the following specifications:

Particulars ↓	Specifications:	Name of the Printer
Brochure:		
Quantity	1000 Final Placement & 1000 Summer Placement	
Quality	Cover - 300 GSM	
	Inside Pages- 170 GSM	
Size	A4	
Pages	48+4+12+4	
Price per Brochure		
Total Cost (Rs.)		
Envelope:		
Quantity	2000	
Quality	120 GSM	
Size	9'X 12"	
Price per envelope		
Total Cost (Rs.)		
Photography Charges		
Photography Duration (Days)		
Designing Charges		
CDs & Conversion to Mailable PDF File		
Total Amount (Rs.)		

The quotations should be sent or couriered in a sealed envelope. This will be deposited by the security guard in the drop-box kept at the security gate. Kindly mention “**Quotation for Placement Brochure 2011-12**” at the top of the envelope. Designers and Printers are also requested to send samples of work done. Lay outs for the new brochure are welcome. These can be addressed to:

Ms Clerina Daniel
Placement Office (2nd Floor)
FORE School of Management
B-18, Qutab Institutional Area, New Delhi-110016
Tel: 011-41242423/9971995351

The last date for submission of the quotations **May 12th, 2011 (05:00pm)**. Please note that quotations sent through email will not be accepted.