

**Quotations invited for printing of MDP Calendar,
Brochures, Envelopes for 2011-2012**

FORE School of Management invites quotations for designing and printing of MDP Calendar, brochures, envelopes etc for 2011-2012, as per details and specifications given in the attached format. Our requirement for MDP Calendar/brochures for 2011-2012 will be as under:

1.	MDP Calendar 2011-2012	-	2000 Nos.
2.	Envelopes for MDP Calendar 2011-2012	-	2000 Nos.
3.	Response Sheet for MDP Calendar 2011-2012-		2000 Nos.
3.	MDP Brochures	-	35,000-40,000 Nos*
4.	Window Envelopes for brochures	-	35,000-40,000 Nos**

*to be printed from time to time in lots of 1000 each

**to be printed in lots of 10,000 at a time

Interested parties having requisite infrastructure and relevant experience may submit their lowest quotation in the attached format along with 3-4 designs each of MDP Calendar and Programme Brochure along with samples of printing paper. Please note that the printer/agency will be required to collect the material for printing from our office, arrange to send the proofs for checking/approval and also deliver the printed material at FORE School of Management premises. The rates approved will be valid for 2011-2012.

Quotation in sealed envelope, mentioning “Quotation for MDP Calendar/Brochures” on the envelope along with Earnest Money Deposit of Rs.4,000/- (refundable) by DD/Pay Order in favor of FORE School of Management, payable at New Delhi, is to be dropped in the box kept with “Security Office” at our Campus latest by 4.00 PM on Friday, April 15, 2011.

**Samples of MDP Calendar, Brochure and Envelopes are available with MDP Office at
for reference.**

**FORE School of Management
New Delhi**

**Format for Quotations for designing/printing of
MDP Calendar/Brochures/Envelopes (2011-2012)**

Sl.no.	Item	Amount (Rs.)
1. (i)	MDP Calendar Size: 17" x 11.5" (with fold in centre) Colour: Four No.of TPs: 3-4 Nos. Lamination: Glossy lamination on front & back cover Quantity: 2,000 Nos. Paper: 300 gsm imported art paper Delivery: Within one week of the order	
	Taxes:	
	Total:	
(ii)	Envelopes for MDP Calendar (without window) of Matching Size/design Colour : Two Paper – 120 gsm super print Qty.: 2,000	
	Taxes:	
	Total:	
(iii)	Response Sheet (A-4 Size) Colour: Two colour, one side printing Paper – 95 gsm (Super Sunshine paper) Qty. – 2,000	
2.(i)	Programme Brochures – individual programmes (approx.35-40 programmes in a year) Colour: Four Size : 17" x 9.5"(2 folds with one perforation) Quantity: 1000 Nos. Paper: 170 gsm imported art paper Delivery: Within 4 days of the order	
	Taxes:	
	Total:	
(ii)	Envelopes for Programme Brochures (With Window) Size : 7" x 10"; Colour ; Two Paper : 120 gsm super print Fabrication: Window fabrication Quantity: 10,000 Nos. (or multiples thereof) Delivery: Within one week of the order	
	Taxes:	
	Total:	