

Date of Opening: 6th June, 2017

Date Of Closing: 14th June, 2017

Tender Notice

Sub: Quotation for Printing of Final and Summer Internship Brochures 2018 (*Leaflets Format)

1. FORE School of Management (FORE), B-18, Qutab Institutional Area, New Delhi-110016 is inviting Quotation for Printing of Final and Summer Internship Brochures 2018 as per the specification attached as Annexure 1. Interested parties may submit their Quotes in a sealed cover envelope mentioning "Quotation for Printing of Final and Summer Internship Brochures 2018" by courier or be dropped in the box kept with the Security Office on the following terms and conditions latest by 4.00 p.m. on 14th June, 2017.

Terms and Conditions

- Sample of the quality of items to be used for printing of cover page, inside pages and envelope should also be sent, along with the quotes. In case similar work has been printed earlier a sample of the same may also be enclosed.
- Purchase order will be sent by fax, E-mail or communicated to you by telephone;
- The Brochure must be delivered within 21 days of PO release once the quality of items being used and contents have been cleared.
- No delivery charges will be paid extra
- Tax shall be paid as applicable;
- Payment will be made within 10-15 days after receiving the items as per specifications, in good conditions and verification of the same;
- Two soft copies of the above said Brochure have to be provided. One soft copy will be in a PDF format. The other soft copy will be an editable Soft Copy (Microsoft Word).
- Vendor will get the dummy of the Brochure & Envelope approved by FORE before printing.
- Quotation in sealed envelope mentioning "**Quotation for printing of Final and Summer Internship Brochures 2018**" by Courier or to be dropped in the box kept with the Security Guard of FORE School of Management before due date.

2. For any query/ clarification please contact Mr. Vivek Chakrapani on telephone No 011-41242412 from Monday-Friday between 09:00AM to 17:00 hrs.

Chief Administrative officer
Date: 6th June, 2017

Specification for Final Placement & Summer Internship Brochure 2018

S. No.	Description	Qty
1	Printing of "Final Placements and Summer Internship Brochure" 2018 (Leaflets Format) Specification: Closed size 8"x8". Open size: 8"x24" Paper: 160 GSM Iris SG White with Aqueous Coating. Printing on Automatic 4 colour offset.	2000 Pieces
2	Combined Envelopes for the "Final Placement and Summer Internship Brochure". Paper: 120 GSM Maplitho paper.	2100 Pieces
3	Theme Development (Final theme will be selected from a set of	01
4	Designing and Art working charges for Placement Brochure	01

Note: Brochure would be in Leaflets format for the year – 2018

(1) Two soft copies of the above said Brochure have to be provided. One soft copy will be a PDF. The other soft copy will be an editable soft copy (Microsoft Word). (2) The brochure has to be delivered within 21 days of PO release. (3) Sample of all Papers and Envelope to be submitted to FORE by the vendor before commencement of work. (4) Vendor will get dummy of the Brochure & Envelop approved by FORE before printing.