

Tender Notice

Date of Invitation: August 27, 2018

Date of Closure: 12:00 hours on August 31, 2018

FORE SCHOOL OF MANAGEMENT, NEW DELHI DESIGNING AND PRINTING OF ADMISSION BROCHURES 2019


FORE School of Management, New Delhi is looking for Designing and Printing of Admission Brochures 2019 as per the specification given below. In case you are interested you may send your quote for the printing job in a sealed envelope mentioning "Quotation for Admission Brochure 2019" by **courier** or to be **dropped in the box** kept with the security guard of FORE School of Management on the following specifications latest by **12:00 hours on Friday, August 31, 2018.**

S. No.	Description of Brochures	Specification	Qty	Size
I	Full Time PGDM Programmes		100 Nos.	
1	Pages		40+4	
2	Cover	300 GSM Imported Art		8.25"x11.75"
3	Paper Inside	170 GSM Imported Art		8.25"x11.75"
4	Fabrication	Centre stitch perfect binding with matt lamination on outer		
5	Finishing	Varnish/Laminate		

Terms and Conditions

- The content will be provided by the Institute. Designing should be done by the vendor.
- Sample quality of different items such as paper, cover page etc. to be used should also be sent, along with the quotes. In case similar item 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.
- Delivery should be made within the given time after approval of the design.
- **The e-brochure should be of size not more than 5 MB, including all high resolution pictures.**
- The photographs will be given by the Institute for incorporation in the brochure.
- **The QR Code of the Institute has to be incorporated appropriately in the Brochure.**
- No delivery charges will be paid extra.
- Tax shall be paid as applicable and quoted by the vendor.
- Payment will be made within 2-3 weeks after receiving the items as per specifications, in good condition and verification of the same.
- Quotation in a sealed envelope mentioning "Quotation for Designing and Printing of Admission Brochures 2019" by **courier** or to be **dropped in the box** kept with the security guard of FORE School of Management on or before the due time & date.

For any query/clarification, please contact TEAM-Admissions at 011-41242415/011-26569996 Monday to Friday between 10:00 Hours to 17:00 Hours.


CHIEF ADMINISTRATIVE OFFICER