

TENDER NOTICE

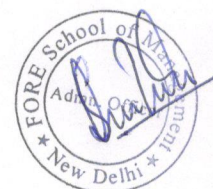
DATE OF INVITATION: 30.04.2019

CLOSING DATE: 12.05.2019

FORE SCHOOL OF MANAGEMENT, NEW DELHI **DESIGNING AND PRINTING OF PLACEMENT BROCHURES – 2020**

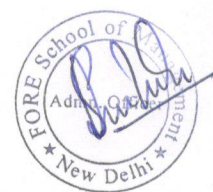
FORE School of Management, New Delhi is looking for Designing and Printing of Placement Brochures and Summer Internship Brochure – 2020 (Leaflet Format) as per the specifications given below. In case you are interested, you may send your quote for the printing job in a sealed envelope mentioning **“Quotation for placement Brochure 2019”** by courier or to be dropped in the box kept with the security gate of FORE School of Management on the following specifications latest by 1700 Hrs. on Sunday, May 12, 2019.

Sl. No	Specification Item
1	Brochure Closed size 8"x8". Open size: 8"x24" Brochure will be in Leaflet format.
2	Brochure Paper: 260 GSM Iris SG White with Aqueos Coating
3	Brochure Paper Sample to be Submitted: Paper: 260 GSM Iris SG White Size of Sample to be submitted A4 Size
4	Brochure Printing on Automatic 4 colour offset Printing on Both Sides
5	Docket Docket Folder on Centre Page.
6	Docket Paper: 160 GSM Iris SG White with Aqueos Coating
7	Docket Docket Folder on Centre Page Paper: 160 GSM Iris SG White with Aqueos Coating
8	Docket Paper Sample to be Submitted Paper: 160 GSM Iris SG White Size of Sample to be submitted A4 Size
9	Docket Docket to contain 6 Sheets Each Sheet Size: Size 8" x 8"
10	Docket Docket Folder on Centre Page. Printing on Automatic 4 colour offset
11	Docket Printing on Automatic 4 colour offset Printing on Both Sides of the three Sheets
12	Envelop 120 GSM Maplitho paper Size should be appropriate to include the Brochure & Docket



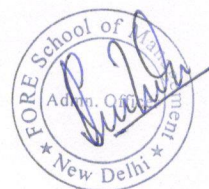
Sl. No	Specification Item
13	Envelop Paper Sample Submitted: 120 GSM Maplitho paper Size of Sample to be submitted A4 Size
14	Envelop 4 colour printing
OTHER TERMS AND CONDITIONS	
1	Two soft copies of the Brochure have to be provided. One soft copy will be a PDF. The other soft copy will be an editable 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 and approval taken before commencement of work
4	Vendor will get dummy of the Brochure & Envelop approved by FORE before printing
5	Theme (Final Theme will be selected from a set of concepts developed)
6	Designing
7	The photographs and matter will be provided by the Institute for incorporation in the brochure.
8	The QR Code of the Institute has to be incorporated appropriately in the Brochure, if required.
9	No delivery charges will be paid extra.
10	GST is to be shown separately in the Bill.
11	Payment will be made within 2 weeks after receiving the items as per specifications, in good condition and satisfactory report of the concerned office.
QUANTITY & QUOTE	
	Number of Brochures = 1000
	Number of Docket Sheets = 1000 x 3 = 3000
	Number of Envelopes = 1100
	Final Quote (Excluding Taxes)
	Final Quote (Including Taxes)

Note: For any query/ clarification, please contact Mr. Vivek Chakrapani on 011-41242412 from Monday to Friday between 1000 Hrs. to 1700 Hrs.



Specification Compliance Sheet and Bid Sheet for Final Placement and Summer Internship Brochure

No	Specification Item	Compliance (Yes or No)	Remarks (if any)
1	Brochure Closed size 8"x8". Open size: 8"x24" Brochure will be in Leaflet format.	Yes / No	
2	Brochure Paper: 260 GSM Iris SG White with Aqueos Coating	Yes / No	
3	Brochure Paper Sample to be Submitted: Paper: 260 GSM Iris SG White Size of Sample to be submitted A4 Size	Yes / No	
4	Brochure Printing on Automatic 4 colour offset Printing on Both Sides	Yes / No	
5	Docket Docket Folder on Centre Page.	Yes / No	
6	Docket Paper: 160 GSM Iris SG White with Aqueos Coating	Yes / No	
7	Docket Paper Sample to be Submitted Paper: 160 GSM Iris SG White Size of Sample to be submitted A4 Size	Yes / No	
8	Docket Docket to contain 3 Sheets Each Sheet Size: Size 8" x 8"	Yes / No	
9	Docket Printing on Automatic 4 colour offset Printing on Both Sides of the three Sheets	Yes / No	
10	Envelop 120 GSM Maplitho paper Size should be appropriate to include the Brochure & Docket	Yes / No	
11	Envelop Paper Sample Submitted: 120 GSM Maplitho paper Size of Sample to be submitted A4 Size	Yes / No	
12	Envelop 4 colour printing	Yes / No	
13	Two soft copies of the Brochure have to be provided. One soft copy will be a PDF. The other soft copy will be an editable soft copy (Microsoft Word).	Yes / No	
14	The brochure has to be delivered within 21 days of PO release	Yes / No	



No	Specification Item	Compliance (Yes or No)	Remarks (if any)														
15	Sample of all Papers and Envelope to be submitted to FORE and approval taken before commencement of work	Yes / No															
16	Vendor will get dummy of the Brochure & Envelop approved by FORE before printing	Yes / No															
17	Theme (Final Theme will be selected from a set of concepts developed)	Yes / No															
18	Designing	Yes / No															
19	Number of Brochures = 1000	Yes / No															
20	Number of Docket Sheets = 1000 x 6 = 6000	Yes / No															
21	Number of Envelopes = 1100	Yes / No															
22	Final Quote (Excluding Taxes) in Rs.	Yes / No															
23	Final Quote (Including Taxes) in Rs.	Yes / No															
24	<table border="1"> <tr> <td>Vendor Representative (Name)</td><td></td></tr> <tr> <td>Vendor Authorized Representative Signature</td><td></td></tr> <tr> <td>Vendor Authorized Representative Name</td><td></td></tr> <tr> <td>Vendor Email</td><td></td></tr> <tr> <td>Vendor Contact Number</td><td></td></tr> <tr> <td>Vendor Organization :</td><td></td></tr> <tr> <td>Vendor Address:</td><td></td></tr> </table>			Vendor Representative (Name)		Vendor Authorized Representative Signature		Vendor Authorized Representative Name		Vendor Email		Vendor Contact Number		Vendor Organization :		Vendor Address:	
Vendor Representative (Name)																	
Vendor Authorized Representative Signature																	
Vendor Authorized Representative Name																	
Vendor Email																	
Vendor Contact Number																	
Vendor Organization :																	
Vendor Address:																	

