

TENDER NOTICE

Date of Invitation: April 01, 2021

Date of Closure: 1000 hours on April 12, 2021

FORE SCHOOL OF MANAGEMENT, NEW DELHI

DESIGNING AND PRINTING WORK OF "FOREPRINT" AND "ABHIGYAN"

FORE School of Management, New Delhi is looking for Designing and Printing of its Newsletter (FOREPrint) and Abhigyan 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 Printing Work of Newsletter and Abhigyan**" by courier or to be dropped in the box kept with the security guard of FORE School of Management on the following specification latest by 1000 hours on Monday, April 12, 2021.

I. Specifications of FOREPRINT	
a) Quality of Paper	
• Cover Page	170 gsm imported art paper (matt)
• Text Pages	130 gsm imported art paper (matt)
b) Size	28 cm × 21.5 cm
c) No. of Copies	1000
d) Colour	Hi quality, full color offset printing
e) Pages	16/20/24/28/32 (depend on the number of pages which the Newsletter contains)
f) Photographs	Any number
g) Binding	Centre stapling
II. Specifications of Abhigyan	
a) Quality of Paper	
• Cover Page	300 gsm imported art card
• Text Pages	90 gsm imported
b) Size	28 cm × 21.5 cm
c) No. of Copies	1000
d) Colour	Cover page : 4 Colour, Text : 2 Colour
e) Pages	68 pages minimum
f) Photographs	Any number
g) Binding	Perfect Binding
h) Rate of addition pages	To be mentioned separately

Term & Conditions:

1. 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.
2. Purchase order will be sent by E-mail or communicated to you by telephone.
3. Delivery should be made within the given time after approval of the design.
4. The soft copy (pdf format) of Newsletter and Abhigyan should be handed over to Publication Office after finalization of design, including all high resolution pictures.
5. The text and photographs will be provided by the institute.
6. No delivery charges will be paid extra.
7. Tax shall be paid as applicable and quoted by the vendor.
8. Payment will be made after receiving the items as per specification, in good condition and verification of the same.

For any query/ clarification, please contact Publication Office at 011-41242524 Monday to Friday between 1000 hours to 1600 hours.

