

Tender Notice

Date of Invitation: September 13, 2021

Date of Closure: 16:00 hours on September 21, 2021

FORE SCHOOL OF MANAGEMENT, NEW DELHI **DESIGNING AND PRINTING OF ADMISSION BROCHURES 2022**

FORE School of Management, New Delhi is looking for Designing and Printing of Admission Brochure- 2022 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- 2022" 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 **16:00 hours on Tuesday, September 21, 2021.**

SL. No.	Description of Brochures	Specification	Qty	Size
I	Full Time PGDM Programmes		100 Nos.	
1	Pages		96+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

- Sample quality of different items such as paper, cover page, etc. to be used should also be sent, along with the quotes. In a case the similar item has been printed earlier, a sample of the same may also be enclosed.
- Designing and content finalization is the most important part of the brochure, there will be multiple changes and updates during the finalization of the design and content of the brochure.
- A purchase order will be sent by 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 a 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.
- The 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 Brochure- 2022" 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 011-26569996/011-4212415 Monday to Friday between 10:00 Hours to 17:00 Hours.

SR. ADMINISTRATIVE OFFICER

