

Tender Notice

Date of Invitation: August 25, 2023

Date of Closure: 11:00 hours on September 04, 2023

FORE SCHOOL OF MANAGEMENT, NEW DELHI DESIGNING AND PRINTING OF ADMISSION BROCHURE-2024

FORE School of Management, New Delhi is looking for Designing and Printing of Admission Brochure-2024 as per the specification given below. In case you are interested you may send your quotation for the printing job in a sealed envelope mentioning **“Quotation for Admission Brochure- 2024”** by **courier or be dropped in the box** with the security guard of FORE School of Management on the following specifications latest by **11:00 hours on Monday, September 04, 2023.**

| SL. No. | Description of Brochures | Specification | Qty. | Size |
|----------|----------------------------------|---|-----------------|--------------|
| I | Full-Time PGDM Programmes | | 100 Nos. | |
| 1 | Pages | | 100+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 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.
- There will be no compromise in the paper & printing quality as mentioned above in the specification.
- 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 a week after receiving the items as per specifications, in good condition, and verification of the same.
- Quotation in separate Part-A (Technical Bid) and Part-B (Financial Bid) sealed envelope mentioning **“Quotation for Designing and Printing of Admission Brochure- 2024”** to be **couriered** 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 OR visit to Chairman (Purchase Committee) at chair-purchase@fsm.ac.in.


SR. ADMINISTRATIVE OFFICER