

FORE School of Management, New Delhi

TENDER NOTICE

Date of Invitation: 09.01.2024

Date of Closure: 18.01.2024 (1500 Hrs)

DESIGNING AND PRINTING WORK OF "FOREPRINT"

FORE School of Management, New Delhi, is looking for Designing and Printing of its Newsletter (FOREPrint) 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**" 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 1500 hours on 18.01.2024.

I. Specifications of FOREprint (Newsletter)	
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 copies + 1 digital copy
d) Colour	High quality, full color offset printing
e) Pages	20 + 4 (cover page)
f) Photographs/ Tables/ Graphs	Any number
g) Binding	Centre stapling
h) Rate of additional pages	To be mentioned separately (in multiple of 4)

Term & Conditions:

1. The printer shall be located in Delhi/NCR.
2. 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.
3. Purchase order will be sent by E-mail or communicated to you by telephone.
4. Delivery should be made strictly within the given time after approval of the design.
5. **The soft copy (pdf format) (single file & split files as required) of Newsletter should be handed over to Publication Office after finalization of design, including all high resolution pictures.**
6. The text and photographs will be provided by the institute.
7. No delivery charges will be paid extra.
8. Rate should be inclusive of all taxes.
9. **Rate should be valid for one year.**
10. 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 011-46485524 from Monday to Friday between 1000 hours to 1600 hours.

For FORE School of Management,

