

TENDER NOTICE

Date of Invitation: 31-07-2024

Date of Closing: 07-08-2024

Time: 5:00 PM

FORE School of Management

DESIGNING, PROOFREADING & PRINTING of ALUMNI COFFEE TABLE BOOK

FORE School of Management, New Delhi is looking for Designing, Proofreading the content and Printing Alumni Coffee Table Book-2024 (Hard Cover) as per the specifications given below. In case you are interested, you may send your quote for the job in the sealed envelope mentioning "**Quotation for Alumni Coffee-Table Book 2024**" by courier or to be dropped in the box kept with the security gate of FORE School of Management latest by 5th August, 2024.

S. No.	Particulars	Specification
1.	Services Required	Layout design, Proofreading of the Content, Editing of Pictures for the book, Printing of the Book.
2.	Dimensions	15X15 Inches
3.	No. of Pages	100-150 Pages
4.	No. of Printed copies required	250-300 Copies
5.	Paper Sample	260 GSM Iris SG White
6.	Book Type	Hard Cover
7.	Soft Copies	Two soft copies will be provided. One soft copy will be a PDF. The other soft copy will be an editable soft copy (Microsoft word)
8.	Sample	Sample of all papers to be submitted to FORE and approval taken before commencement of work.
9.	Content	Content will be shared by FORE that would be proofread by the vendor.
10.	Printing	The vendor has to take approval of the final version of the soft copy of the book before printing.

Note:

1. Please provide technical bid and financial bid in separate sealed envelopes.
2. Technical bid must consist of:
 - a. Sample papers as mentioned in specifications above.
 - b. Sample Coffee-table book of other Institutions/ colleges etc.

For any query/clarification, please visit Alumni Office of FORE School of Management at B-18, Qutub Institutional Area, New Delhi-110016 from Monday to Friday between 1000 Hrs. to 1600 Hrs.

July 31, 2024



Sr. Administrative Officer

"Adhitam Kendra"

B-18, Qutub Institutional Area, New Delhi-110016
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