

संसाधन नियोजन एवं सृजन कार्यालय
RESOURCE PLANNING & GENERATION OFFICE
भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

मोहम्मद शकील

उप कुलसचिव

Mohammad Shakeel

Deputy Registrar



पत्रालय : आई०आई०टी० कानपुर-208016(भारत)
P.O. : I.I.T., KANPUR -208016 (India)

No. RPG/Annual Report/2012/ 309
September 13, 2012

Sub: Printing of "DRPG Annual Report 2011-12" with envelope

Dear Sir,

We would like to get printed DRPG Annual Report 2011-12. The specifications are as follows:

1. Printing of DRPG Annual Report 2011-12 (20,000 copies):

Total Pages : 112+4 of cover page
Total Colours : 4 colour job (CMYK + special colour) both side
Paper size : 11.693" x 8.268" (Std. A4)
Cover page size: 11.693"x 22.4" with inner flaps-book jacket style on 300 GSM imported Matt
Paper with gloss lamination UV print on a strip on cover.
Paper Type : 112 pages on 130 gsm itc imported super matt
Binding : Section sewn perfect binding


2. Printing of DRPG Annual Report 2011-12 envelope (20,000 nos.):

Size : 18" x 24" (full laid out flat) (approx.)
Paper Type : 300 GSM Imported Matt paper with matt lamination
Printing : in four colours
Dye - Cutting

You are requested to kindly send your quotation in a sealed envelope addressed to Deputy Registrar, Office of Resource Planning and Generation, Room No. 270, Faculty Building, 1st Floor, I.I.T. Kanpur, Kanpur - 208 016 within one week. Please attach sample papers along with your quotation.

Thanking you,

Sincerely yours,


Mohammad Shakeel

Note: Please do not forget to mention the following in your quotation:

- 1) Taxes, if any
- 2) Transportation charges
- 3) Packing charges, if any
- 4) Delivery Time: Two weeks from the date of issue of order