

Tender Notice

Issue Date: 13th May, 2016

Design and Printing of student yearbooks

IIT Kanpur invites commercial bids for printing of student yearbooks from reputed printing agencies as per the following specifications:

Print specifications	
No. of copies	800
Size of the yearbook	8.25 X 11.25 INCHES
No. of pages	UG yearbook - 400 page nos.(200 sheets) + 4 pages ;
Paper	Cover page – 170 gsm glossy/rough finish paper Inner pages – 130 gsm glossy/rough finish paper Hard bound laminated cover
Printing	Multicolor
Binding	Hard bound
Design specifications	
Cover page	Two design options
Faculty/Committee/group pages	Two design options
Design layout	Layout of all pages
Data compilation	Software for Profile Pages

Ranjan

Financial Bid

Format for Quotations for IIT Kanpur student yearbooks

Name of the printing firm:

Complete address of the printing firm:

Employees who are designers:

Technology Employees:

Telephone No./Mobile No.:

S. No.	Option	Amount in Rs.
1	Cost of 800 copies as per specs	
2	Taxes	
3	Total	
4	Cost for additional copy	
5	Cost for additional 4 pages per yearbook	

Terms & Conditions:

1. For better communication and coordination, preference would be given to local vendors.
2. Vendor must have in-house graphical design team.
3. All quotation must reach undersign by 20th May 2016. Late tenders will not be accepted.
4. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
5. A properly sealed envelope addressed to President, Student's Gymkhana, IIT Kanpur invariably giving on the envelope reference of enquiry and due date of opening.
6. Payment done 100% against delivery.
7. The Rate offer should be free delivery to IIT Kanpur.
8. IIT Kanpur reserves the right to cancel the tender due to unforeseen circumstances.

Ranjan

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