

Tender notice

Date of Invitation: 02-05-2013

Date of Closure: 14-05-2013

FORE School of Management

PRINTING OF FINAL AND SUMMER INTERNSHIP BROCHURES 2014

FORE School of Management is looking for printing of Final and Summer Internship Brochures 2014 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 Final and Summer Internship Brochures" by **courier** or to be **dropped in the box** kept with the security guard of FORE School of Management on the following specifications latest by **4: 00 p.m. on or before 14th May 2013**

S.No	Description of Brochures	Specification	Qty	Size
I	Final Placement			
1	Pages	56 to 66 (inside) + 4 (cover page) = 60 to 70	1000 pcs + 1000 pcs.	A4
2	Cover	300 GSM Imported Art		A4
3	Finishing	Matt Finish (Lamination on cover)		
5	Paper Inside	170 GSM Imported Art		
6	Colour	Automatic 4 Colour offset Printing		
II	Summer Placement			
1	Pages	12 (inside) +4 (cover page) = 16	1000 pcs + 1000 pcs.	A 4
2	Cover	300 GSM Imported Art		A4
3	Paper Inside	170 GSM Imported Art		
4	Colour	Automatic 4 Colour offset Printing		
III	Envelope for both the Brochures	120 gsm Maplitho Paper, 4 Color Printing, (Inside Lamination)	2000 Nos.	9.25" x 12.25" approx.
IV	Theme Development			
V	Designing and Art working Charges for Placement Brochures			

VI	Photography	High end still photography at campus 3 man days : Profile Photos of Students + General Photos on Campus with students at various location		
10	CD Replication of PDF		500 Pcs	

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 case similar item has been printed earlier a sample of the same may also be enclosed.
- Purchase order will be sent by fax, E-mail or communicated to you by telephone;
- Delivery should be made within the given time after approval of the design;
- No delivery charges will be paid extra;
- Tax shall be paid as applicable;
- Payment will be made **within 2-3 weeks** after receiving the items as per specifications , in good conditions and verification of the same;
- Quotation in sealed envelope mentioning “Quotation for printing of Final and Summer Internship Brochures 2014” by **courier** or to be **dropped in the box** kept with the security guard of FORE School of Management before due date.

For any query/clarification, please contact Mr. V.K. Batra, 011 41242472 and Ms. Tina Harjai, 011 - 41242423 official No. 9811213040 / 9999674033 from Monday - Friday between 9:30 a.m. to 5:30 pm.

The above tender has been uploaded on our website www.fsm.ac.in under the caption “Tenders” on top right hand side and could be accessed from the site as well.

Chief Administrative Office