

**Tender Notice**

**Date of Invitation:** August 30, 2024

**Date of Closure:** 16:00 hours on September 09, 2024

**FORE SCHOOL OF MANAGEMENT, NEW DELHI**  
**DESIGNING AND PRINTING OF ADMISSION BROCHURE-2025**

FORE School of Management, New Delhi is looking for Designing and Printing of Admission Brochure-2025 as per the specification given below. In case you are interested you may send your quotation for the printing job in a sealed envelope mentioning "Quotation for Admission Brochure- 2025" by courier or be dropped in the box kept with the security guard of FORE School of Management on the following specifications latest by **16:00 hours on Monday, September 09, 2024.**

SL. No.	Description of Brochures	Specification	Qty.	Size
<b>I</b>	<b>Full-Time PGDM Programmes</b>		<b>100 Nos.</b>	
1	Pages		90+4	
2	Cover	300 GSM Imported Art		8.25"x11.75"
3	Paper Inside	170 GSM Imported Art		8.25"x11.75"
4	Fabrication	Centre stitch perfect binding with matt lamination on outer cover pages		
5	Finishing	Varnish/Laminate		

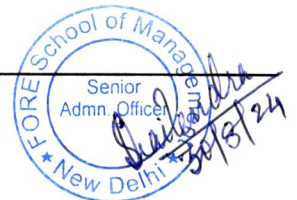
**Terms and Conditions**

- Sample quality of different items such as paper, cover page, etc. to be used should also be sent, along with the quotes. In a case similar item has been printed earlier, a sample of the same may also be enclosed.
- Designing and content finalization is the most important part of the brochure, there will be multiple changes and updates during the finalization of the design and content of the brochure.
- There will be no compromise in the paper & printing quality as mentioned above in the specification.
- A purchase order will be sent by e-mail or communicated to you by telephone.
- Delivery should be made within the given time after approval of the design.
- **The e-brochure should be of a size not more than 5 MB, including all high-resolution pictures.**
- **Vendor should provide proofread error-free content in the brochure.**
- The photographs will be given by the Institute for incorporation in the brochure.
- **The QR Code of the Institute has to be incorporated appropriately in the Brochure.**
- No delivery charges will be paid extra.
- The tax shall be paid as applicable and quoted by the vendor.
- Payment will be made within 2-3 weeks after receiving the items as per specifications, in good condition, and verification of the same.
- Quotation in separate Part-A (Technical Bid) and Part-B (Financial Bid) sealed envelope mentioning "**Quotation for Designing and Printing of Admission Brochure-2025**" to be **couriered** or to be **dropped in the box** kept with the security guard of FORE School of Management on or before the due time & date.

For any query/clarification, please contact TEAM-Admissions at 011-46485535/011-4212415 Monday to Friday between 10:00 Hours to 17:00 Hours.

"Adhitam Kendra"

B-18, Qutub Institutional Area, New Delhi-110016  
Phone: +91-11-41242424 to 33, 46485500 to 30  
E-mail: fore@fsm.ac.in Website: www.fsm.ac.in



Financial Bid (Part-B)		
Description	Qty.	Amount (Rs.)
<b>Rate for Admission Brochure-2025 (Designing &amp; Printing)</b> <b>No. of Pages :</b> 90+4 (cover page) <b>Size:</b> 8.25"x11.75" <b>Cover Page :</b> 300 gsm Imported Art Card, <b>Paper Inside :</b> 170 gsm imported <b>Perfect Binding:</b> Centre stitch Perfect biding with Matte matt lamination on outer <b>Finishing:</b> Varnish/ Laminate	100	
<b>GST (Rs.)</b>		
<b>Total Amount (Rs.)</b>		

Rate for additional pages '+/- 4 pages		
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