

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

Bids are invited from experienced, capable and interested vendors for Designing and Printing of Annual Report 2017-18 of IIM Kashipur. The details are as follows:

- (i) Sample copy of the Annual Report 2016-17 (English Edition) is enclosed with RFQ
- (ii) Content of the Annual Report 2017-18 (Text and Images) will be made available to the final selected vendor only.

Terms and Conditions for Designing and Printing of Annual Report 2017-18 for IIM Kashipur

1. Designing of Annual Report 2017-18 English and Hindi.
2. Printing of Annual Report 2017-18 English version -100 copies
3. **Specification**
 - (a) Size: 8.5 X 11 Inches (Approx) with perfect binding in book form.
 - (b) Cover: 300 GSM Art Card Paper
 - (c) Paper: 130 GSM Art paper Multicolour
4. **Number of Pages:** Approximately **104** pages excluding cover pages (No. of pages may increase or decrease, based on content). The actual cost may be calculated on the basis of actual number of pages. The rate for additional / less pages if any, may also be mentioned on pro-rata basis (for 8 pages batch).
5. **Number of Copies:** 100 Copies for English Edition.
Note-The soft copy preferably in PDF format will also be made available to IIM Kashipur by email or in pen drive as per requirement of IIM Kashipur for the purpose of uploading on website etc..
6. **Content:** The content will be based on the information provided by IIM Kashipur as soon as the same is finalised. The content will be sent by email from the authorised representative (s) of IIM Kashipur.
7. **Point of Contact:** The members will be finalised by the Institute as point of contact for all purposes including supply of content, photographs, proof reading and approval of draft for final printing.
8. **Delivery:** The hard copies of the Annual Report should be delivered at IIM Kashipur by required date as specified by the Institute. Hard copies must be delivered within 20 days after proof reading by the Institute.
9. The soft copies of Annual Report (English version) must be forwarded on email for proof reading before printing.
10. The quotations should reach at the following address on or before 31.10.2018:

Chief Administrative Officer
Indian Institute of Management Kashipur
Kundeshwari, Kashipur,
Dist: US Nagar, Uttarakhand-422713