

MAKAIAS-AR (2014-15)/Printing

Dated : December 12, 2015

Subject:Quotation for printing of Annual Report 2014-2015

_Dear Sirs,

You are requested to send your most competetive offers for printing of the Institute's Annual Report for the year 2014-2015 as per the specifications given below.

1. Publication : Annual Report 2014-15
2. Quantity : any quantity between 100 nos. and 600 nos **(Please quote your rates separately for 100/200/300/400/500/600 nos.)**
3. Size : 8½" x 10¾ (Approx finished)
4. Printing Process : Photo offset with ctP
5. Total No of Pages : 108 + Cover
6. Printing : 4 col – 32 Pages
2 col – 76 Pages
4 col – Cover (outside)
7. Paper (Text) : 130 GSM Nevea/Lumi Mat althrough
8. Paper (Cover) : 300 GSM Nevea/Lumi Gloss
9. Binding : Section Sewing & Perfect Binding
10. Post Press : Front Cover Mat Laminated & UV (4"x4")
11. DTP Work : Complete textual compose is to be done by
the printer including tabulation of Accounts

OR
(Complete raw text will be provided by us,
you have to make up the pages including
tabulation of Accounts)
12. Proofing : Same size 'finished print calibrated' digital
proof (4+2 col) to be approved by us before
final printing.
13. Envelope : Same quantity, matching size, Envelope to be
printed in 2 color on 120 GSM maplitho paper
as per design (done by you). Entire Inside of
the Envelope to be laminated with polyester
film.
14. Design & Artwork : Three No Cover Designs to be done by you for
our approval. 4 col Text photo setting to be
done by you in single design for our approv.

15. Delivery : Within 4 days after approval from our end.
16. Essence : Quality is the essence of this assignment
17. Additional Rate : Please quote additional rate for 4 pages printing of 4 col and 2 col.

The quotations may please be sent in an envelope duly sealed and addressed to :

The Director, Maulana Abul Kalam Azad Institute of Asian Studies, IB-166, Sector-III, Salt Lake, Kolkata-700106

The sealed envelopes should be superscribed- "Quotation for printing of Annual Report 2014-2015".

***** Please note that quotations should not be sent by email.**

Last date of receipt of quotations is - 20.11.2015 (3PM)

You are requested to cooperate and submit your offer within the stipulated date.

Yours faithfully
For Director, Maulana Abul Kalam Azad Institute of Asian Studies
Consultant (E)