

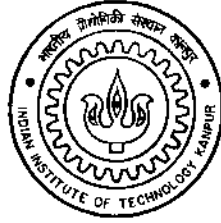
संसाधन नियोजन एवं सृजन कार्यालय
RESOURCE PLANNING & GENERATION OFFICE
भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

मोहम्मद शकील

उप कुलसचिव

Mohammad Shakeel

Deputy Registrar



पत्रालय : आई०आई०टी० कानपुर-208016 (भारत)
P.O.: I.I.T., KANPUR -208016 (India)

Ref. No. RPG/Grapevine/2012/228

Date: August 17, 2012

Sub: Printing of Grapevine Newsletter - A Special issue on Alumni Awards 2012 with envelope

Dear Sir,

We would like to get printed Grapevine Newsletter - A Special issue on Alumni Awards 2012 with envelope. The details are as follows:

1- Printing of Grapevine Newsletter - A Special issue on Alumni Awards 2012

Quantity: 21,000 nos.

Paper : 130 gsm Mat Art Paper

Size : 11.5"x8.25"

Printing in four colors

3 sheets (both sides) with stapling

2- Printing of Envelops for Grapevine (inside lamination):

Quantity : 16000 nos.

Paper : 120 gsm Mapletho Paper

Size: 8.75"x6.5"

Single color printing

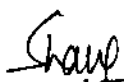
You are requested to kindly send your quotation mentioning the terms & conditions in a sealed envelope addressed to Deputy Registrar, Office of Resource Planning and Generation, Room No. 270, Faculty Building, 1st Floor, I.I.T. Kanpur, Kanpur-208 016 latest by August 22, 2012. Please attach the sample of the paper for both along with your quotation.

Terms & Conditions:

- 1- 100% payment after delivery and inspection.
- 2- VAT+SAT as per rule.
- 3- No packing/forwarding/transportation charges will be paid extra.
- 4- Delivery must be completed within 2 weeks from the date of issue of order.
Penalty @ 1% per day will be deducted from the total amount, if supply is not completed within stipulated period.
- 5- During inspection, if not satisfied with the quality of work, the printing work will be cancelled.

Thanking you,

Sincerely yours,


Mohammad Shakeel