

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

मोहम्मद शकील  
सहायक कुलसचिव  
Mohammad Shakeel  
Assistant Registrar



पत्रालय : आई0आई0टी0 कानपुर-208016 (भारत)  
P.O. : I.I.T., KANPUR - 208016 (India)

Ref.No. RPG/Grapevine/2012/105  
Date: May 16, 2012

**Sub: Printing of Grapevine Newsletter 2012-13/1st issue with envelope**

Dear Sir,

We would like to get printed Grapevine 2012-13/1<sup>st</sup> issue. The details are as follows:

**1- Printing of Grapevine 2012-13/1<sup>st</sup> issue**

Quantity: 20,000 nos.  
Paper : 130 gsm Mat Art Paper Size : 11.5"x8.25"  
Printing in four colors 6 sheets (both sides) with Stapling

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

Quantity : 15,500 nos.  
Paper : 120 gsm Mapletho Paper Size: 8.75"x6.5" Single color printing

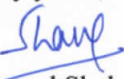
You are requested to kindly send your quotation mentioning the terms & conditions in a sealed envelope addressed to Assistant Registrar, Office of Resource Planning and Generation, Room No. 270, Faculty Building, 1<sup>st</sup> Floor, I.I.T. Kanpur, Kanpur-208 016 latest by May 21, 2012. Please attach 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/transportation charges will be paid extra.
- 4- Delivery must be completed within 2 weeks from the date of issue of the order.  
Penalty @ 1% per day be deducted from the total amount, if supply is not completed within stipulated period.
- 5- During inspection, if not satisfied with the quality of the work, the printing work will be cancelled.

Thanking you,

Sincerely yours,

  
Mohammad Shakeel