

Letter No. : IIT/PresSG/Yearbook/25.3.2013

To,
M/S -----

Date 25.3.2013

Sealed Quotation is invited for the following item

Tender Notice

Data Compilation, Design and Printing of student yearbooks

IIT Kanpur invites commercial bids for printing of student yearbooks from reputed printing agencies as per the following specifications:

Print specifications	
No. of copies	600 – 1200 copies
Size of the yearbook	11.7" x 8.3"
No. of pages	420 pages + 4 pages
Paper	Cover page – 170 gsm glossy/rough finish paper Inner pages – 130 gsm glossy/rough finish paper Hard bound laminated cover
Printing	4 color in all pages
Binding	Hard bound
Design specifications	
Cover page	Two design options
Faculty/Committee/group pages	Two design options
Testimonial pages	Four design options
Design layout	Layout of all pages
Data compilation	
Online module	Creation of online module for collecting data 1. Setup 1200 student accounts to enable students to fill in yearbook profile data online 2. Online module should enable students to provide testimonials to other students 3. Online module should enable students to upload their photos 4. Online module should enable students to send out invites to other students for providing testimonials in their profile pages
Progress Dashboard	Print agency should provide regular updates on yearbook online module (E.g. how many students are filling in their data etc.)



Eligibility criteria

There can be minor changes in the specifications above and we reserve the right for the same. Please mention the following details:

1. All quotation must reach undersign by 5.04.2013. Quotation must be valid till 30 days.
2. Cost of printing each magazine separately with proper details.
3. Time which you will need for printing all the magazines.
4. Your profile. This should include the various places you have worked in the past, especially in IIT Kanpur Campus.
5. The print agency should have executed at least ten such yearbook projects at renowned educational institutes.
6. The print agency should have in house design capabilities and technology competencies to create and operate the online module which may be verified by the committee.
7. Warranty should be properly mentioned in your quotation.
8. Payment terms - (a) For foreign currency through LC, (b) For Rupees payment 90% on delivery & 10% after satisfactory using/working.

Please find attached the financial bid form. The entries should be strictly made in a similar format.

In case of any clarifications please contact the undersigned.

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(DOSA, IITK)



(President, Student's Gymkhana)



(Dr. Manindra Agarwal)

Financial Bid

Format for Quotations for IIT Kanpur student yearbooks

Name of the printing firm:

Complete address of the printing firm:

Employees who are designers:

Technology Employees:

Telephone No./Mobile No.:

S. No.	Option - 1	Amount in Rs.
1	Cost of 600 copies as per specs	
2	Taxes	
3	Total	
4	Cost for additional copy	
5	Cost for additional 4 pages per yearbook	
S. No.	Option - 2	Amount in Rs.
1	Cost of 800 copies as per specs	
2	Taxes	
3	Total	
4	Cost for additional copy	
5	Cost for additional 4 pages per yearbook	
S. No.	Option - 3	Amount in Rs.
1	Cost of 1000 copies as per specs	
2	Taxes	
3	Total	
4	Cost for additional copy	
5	Cost for additional 4 pages per yearbook	

