



Indian Institute of Technology, Kanpur
Students' Gymkhana
President | Pratyush Rai



Tender Notice

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	700(UG)
Size of the yearbook	9.5 X 9.5 INCHES
No. of pages	UG yearbook - 750 page nos.(375 sheets) + 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
Design layout	Layout of all pages
Data compilation	The Database would be provided

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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 500 copies(UG) 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 600 copies(UG) 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 700 copies(UG) as per specs	
2	Taxes	
3	Total	
4	Cost for additional copy	
5	Cost for additional 4 pages per yearbook	

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Terms & Conditions:

1. Vendor must have experience of publishing yearbooks of at least 25 colleges
2. Vendor must have in-house graphical design team
3. Vendor must have experience of publishing yearbooks of top institutes like as IITs, IIMs, NITs and so on.
4. All quotation must reach undersign by 30th April 2018. Late tenders will not be accepted.
5. Enquiry will be sent by courier / registered post / speed post to the following address:
President, Students' Gymkhana
Indian Institute of Technology Kanpur
206, SAC, IIT Kanpur, Kanpur (UP) – 208016
IIT Kanpur will not be liable for any kind of irregularity/delay.
6. A properly sealed envelope addressed to President Students' Gymkhana IIT Kanpur invariably giving on the envelope reference of enquiry and due date of opening.
7. Payment would be done 90% against delivery and 10% after inspection and approval (Yearbook). Delivery needs to be done one week before Convocation (Date of Convocation: 20th-25th June 2018) failing which order might be cancelled.
8. The Rate offer should be free delivery to IIT Kanpur.
9. Portal for the Yearbook must be ready while applying for the tender. Screenshots of the personal Student login and student's individual page should be furnished along with the technical bid. Further, the portal would also be used for the Senior Classroom gift program for the graduating batch (promise of money by the students for donations against a particular project).
10. The Quantity might increase or decrease, depending on the number of requests for yearbook.
11. IIT Kanpur reserves the right to reject the tender without any reason

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