

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

ओ० पी० श्रीवास्तव

सहायक कुलसचिव

O. P. Srivastava

Assistant Registrar



पत्रालय : आई० आई० टी० कानपुर-208016 (भारत)

P.O.: I.I.T., KANPUR - 208 016 (India)

Ref. No: RPG/Grapevine/2012-13/577(A)

Date: February 22nd, 2013

Sub: Printing of Grapevine Newsletter 2012-13/ IVth Issue with envelope

Dear Sir,

We would like to get printed Grapevine Newsletter 2012-13/ IVth, issue with envelope. The details are as follows:

1- Printing of Grapevine Newsletter 2012-13/ IVth issue:

Quantity: 21,500 nos.

Paper : 130 gsm Mat Art Paper

Printing in four colors

Size : 11.5"x8.25"

8 sheets (both sides) with stapling

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

Quantity : 16,500 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. 268, Faculty Building, 1st Floor, I.I.T. Kanpur, Kanpur-208 016 latest by March 5th, 2013. 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,


O.P. Srivastava