



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

Ref. No. IIMT/2018-19/QUO/PRI/NL/1

October 05, 2018

Sub: Quotation for printing of News Letter - Reg.

Sir,

News Letter of the institute (campus connect) is required to be printed as per the specification Mentioned below:

SL. No.	Description	Qty. Required	Amount quoted (Rs.)	GST	Total Amount (Rs.)
1.	Printing & supply of Newsletter Inner A4size 20 pages Printed 170gsm Art Paper. Cover Front & Back Printed in 300gsm Art Board with perfect binding	150 Copies (50 Copies × 3 Issues)			

Terms & conditions:

1. You are required to submit the sample papers for Inner & Cover pages as per the description mentioned above along with your company seal & signature.  
Submission of quotation without sample will not be considered for further process
2. The cost is inclusive of packing & delivery charges.
3. GST should be quoted separately.
4. Institute will be providing the content and proof would be approved by us before the execution of work.
5. Institute has the right to reject the work done, if it does not match the specification, and no claim will be entertained.
6. Delivery: Within 15 days from the date of receipt of final proof for each Issue.
7. Payment: 15 days from the date of delivery of materials and submission of bill.

It is requested to **quote** your rates for items as per specification mentioned above so as reach us on or before **26<sup>th</sup> October 2018** superscripting "Quotation for Printing of Newsletter" addressed to, "Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy-Pudukkottai highway, Chinna Sooriyur Village, Trichy – 620 024".

 05/10/18

Mrs. Aakansha Sharma,  
Administrative Officer