

	<p style="text-align: center;"><b>भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036</b>  <b>INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036</b>  भंडार एवं क्रय अनुभाग  <b>STORES &amp; PURCHASE SECTION</b>  Email: <a href="mailto:adstores@iitm.ac.in">adstores@iitm.ac.in</a>  दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288  Telephone : (044) 2257 8285/8286/8287/8288</p>	
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G Chitrapavai  
Deputy Registrar(S & P)

**Enquiry No. SPG/2018/PAB**

Date: 5-09-2018

**Due Date: 19-09-2018 at 5.00 pm**

Dear Sir,

**Sub: Quotation for printing of Answer Books - Reg.**

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With reference to the above, please quote your offer for printing of Answer Books as detailed below.

- |                     |                   |               |
|---------------------|-------------------|---------------|
| 1. Answer Books 'A' | 12 pages 6 sheets | 93,000 Nos.   |
| 2. Answer Books 'B' | 8 pages 4 sheets  | 82,000 Nos,   |
| 3. Answer Books 'C' | 4 pages 2 sheets  | 1,12,000 Nos. |
| 4. Answer Books 'D' | 2 pages 1 sheets  | 85,000 Nos.   |

**Terms & Conditions:**

- The rate to be quoted should be on all inclusive price such as printing, freight, packing, tax, delivery charges, loading, unloading etc.**
- Fax / email quotation will not be entertained.**
- The quotation should be submitted within the due date. Late quotation will be summarily rejected.**
- Enquiry Number along with due date should be superscribed on the Envelope. The Institute shall not be responsible for the late receipt of Quotation on account of postal or any other delay.**
- Quotations should be sealed and addressed to THE DEPUTY REGISTRAR (STORES & PURCHASE) INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 600 036.**
- Printing matters for Answer books A and B and for additional answer books C & D are similar.
- In the case of combined offer for supply of paper as well as printing for our enquiry no. SPC/2018/STY dated 05-09-2018 the place of printing press may be in any place.**

**But if the printing only has to be offered for this enquiry, printers having the printing press in and around Chennai alone can apply.**

- 8. Transparent logo has to be used for printing IITM logo in Black and white. Answer Booklets has to be centrally pasted or centrally stapled. Arial regular font has to be used. Necessary holes to be provided for Tagging of papers.**
9. Copy of our Answer Books is enclosed for reference. Only the first page is required to be printed and for the rest of the pages **red color margin line on left hand side of each page of main booklet and additional sheets have to be printed.**
10. The paper for Printing TNPL Double cap easy writing paper of size 420 x 594 MM of Hi tech make 56 GSM will be supplied by us. The Printing of Answer Books is very urgent and hence printing of Answer Books should be completed within 30 days from the date of delivery of the paper for printing. Otherwise penalty as detailed below will be deducted from the amount payable to the firm since any delay in your part will affect our predetermined examination time schedule.
- Delay of 16 to 30 days – 1% of the total value of Invoice
  - Exceeding 30 days to 2 Months – 2% of the total value of Invoice
  - Beyond 2 Months – 5% of the total value of Invoice, in addition your Company name will be removed from our mailing list for further enquires.
11. The Answer booklets have to be printed and to be supplied in Bundles @ 500 Numbers each with good paper cover for Answer Books C & D and @ 250 Numbers each for A & B
12. The payment will be made after completion of printing and supply of printed papers to us as per our requirements.
13. The booklet bundles are to be supplied to the individual Departments as per our requirements between 9 a.m. to 12 noon and between 2 p.m. to 4 p.m. on any working days.
- 14. Proof should be shown before final printing. For any clarifications regarding the Printing of Answer Books contact the email or Phone No. as given above.**

Thanking You,

Yours faithfully,

**(G. Chitrapavai)**  
**DEPUTY REGISTRAR (S & P)**