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|  | <p style="text-align: center;"> भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036 INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036 भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION Email: adstores@iitm.ac.in दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288 Telephone : (044) 2257 8285/8287/8288 </p> |  |
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P K Sheba Sabari

Date : 03-04-2023

Assistant Registrar(S & P)

Tender No. IITM/SPS/Printing of Answer Books/02/2023-24/SPL

Due Date: 25-04-2023 at 2.00pm

On behalf of the Indian Institute of Technology Madras, tenders are invited for Printing of Answer Book as per details given below:

| Sl.No. | Type of Answer Book | No. of pages in the Answer Book | No. of Answer Books required | Total No. of Sheets required (in A4) |
|--------------|---------------------|---------------------------------|------------------------------|--------------------------------------|
| 1 | Answer Books 'A' | 12 pages 6 sheets | 41,000 Answer Books | 2,46,000 Sheets |
| 2 | Answer Books 'B' | 8 pages 4 sheets | 40,500 Answer Books | 1,62,000 Sheets |
| 3 | Answer Books 'C' | 4 pages 2 sheets | 43,500 Answer Books | 87,000 Sheets |
| 4 | Answer Books 'D' | 2 pages 1 sheet | 31,000 Answer Books | 31,000 Sheets |
| TOTAL | | | 1,56,000 Answer Book | 5,26,000 Sheets |

Terms & Conditions:

- The rate to be quoted should include 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 and time. 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 ASSISTANT REGISTRAR (STORES & PURCHASE), ADMINISTRATION BUILDING, 3RD FLOOR, INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI – 600 036.
- Printing matters for Answer Book A & B and for additional Answer Book C & D are similar.

7. In the case of combined offer for supply of paper as well as printing for our Tender No. IITM/SPS/Paper Supply/01/2023-24/SPL dated 03-04-2023 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 Sample Answer Book for A, B, C & D 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 mm 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, if 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 at 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 by email or Phone No. as given above.

Thanking You,

P.K. Sheba Sabari
(P K Sheba Sabari)

Assistant Registrar (S & P)

सहायक कुलसचिव / Assistant Registrar
खानदान एवं प्रयत्न अनुभाग
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