

INDIAN INSTITUTE OF TECHNOLOGY MADRAS
ENGINEERING UNIT
ELECTRICAL DIVISION – TELEPHONE SECTION

Qn. No. 02/2016-17/Tele-Diry-printing

Date : 22/06/2016

Sealed quotations are invited from offset printers for the following work

Job Name - IITM Campus Telephone Directory for 2016
Size - A5
No. of pages - 100 pages (approx)
No. of copies - 2500 copies
Paper - 90 GSM White maplitho
Wrapper 4 pages - 300 GSM Foreign Art Board + Lamination
Printing - Text – Two color and wrapper multi color

Description	Amount in Rs.
Rate per copy	Rs.
Total (2500 copy x Rs.)	Rs.

Terms and Conditions

1. Rates should be inclusive of all taxes.
2. Delivery to EPABX Telephone Exchange, IIT Madras at free of cost
3. Validity of the quotation – 30 days
4. No advance payment and the bill will be paid on receipt of printed books
5. To be supplied within a week time when the proof is approved
6. Font size, color, spacing between lines, wrapper pages, binding shall be as per instruction

The sealed quotations shall be addressed to The Executive Engineer (Electrical), Engineering Unit, IIT Madras, Chennai - 600036 and submitted at the Office of Executive Engineer (E), EPABX Telephone Exchange 1st Floor, Near Admin Block, IIT Madras. The quotations shall be submitted on or before 04.07.2016 at 3:00 PM. The quotations thro' email and fax will not be accepted. Input data in MS Excel file shall be provided by IIT Madras. The final output files in XL & PDF format along with hard copy of directories are to be supplied by the printers to IITM.

Signature of the firm

Signed-
Executive Engineer (E)