SAINIK SCHOOL IMPHAL

DETAILS FOR PRINTING OF ANNUAL SCHOOL MAGAZINE "ORCHID" 2017-18

1. Sealed Rate Quotations are invited from interested firms for designing, layout, typing and publication of 750 copies of Annual School Magazine "Orchid" 2017-18 as per the specifications mentioned below:-

(a) **Size** : 11 x 8.5 inches (Landscape)

(b) **Multicolour**
- (i) No. of pages - 42 appx (including cover & back)
- (ii) Cover Paper - 250 GSM Art paper
- (iii) Inside paper - 130 GSM Art paper

(c) **Black & White**
- (i) No. of pages - 74 approx
- (ii) Paper - 130 GSM Art paper

(d) **Lamination**

(e) **Perfect Binding & Packing**

(f) **Delivery at Sainik School Imphal**

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TERMS & CONDITIONS

OFFICE COPY

PRINTING OF ANNUAL SCHOOL MAGAZINE "ORCHID" 2017-18

1. The sealed Quotations must reach the Principal, Sainik School Imphal, (Manipur) on or before **15 February 2018** and should be valid for a period of at least 03 months.

2. Typing of text material(s), formation of layout, designing and publication of "Orchid" is to be done at your end.

3. The Quotations will be opened only by a committee as detailed for the purpose, in the office of the Vice Principal, Sainik School Imphal at 1015hrs on 15 Feb 2018 in the presence of representatives of firms who have submitted quotations.

4. A sample copy of Orchid 2017-18 in its proper form should be handed over to the school for any corrections or amendments. The final printing may be undertaken only after the final proof reading / corrections have been carried out by this school.

5. The final consignment will be received and checked for quality assurance by a committee of Officers / Members appointed by the Principal, Sainik School Imphal before the magazines are fully accepted and passed further for payment action.

6. Payment will be made only after complete delivery of the consignment.

I, agree with the above mentioned Terms & Conditions.

(a) Name of proprietor *(keep one box blank between words)*

(b) Name & Address of Firm

(c) Registration No. / License details of Firm

(d) E-mail ID	
(e) Mobile No	

Declaration *: The information mentioned above is true & correct to the best of my knowledge and I shall be personally responsible & liable if the same is found to be incorrect.*

Date of submission : ____/____/2018

Signature of Proprietor
(with seal)