

**INDIAN INSTITUTE OF TECHNOLOGY**  
**Resources and Alumni Office**

No: DoRA/IITK/History Book /2014/158  
Date: 25<sup>th</sup> August, 2014

**Sub: Publishing, Printing, Distributing and Marketing of “Historical Account Book of IIT Kanpur”**

Dear Sir/ Madam,

IIT Kanpur calls for publishers all over India to publish, print, distribute and market its historical account book titled “**Historical Account Book of IIT Kanpur**”. The details of book are as follows:

**1. Technical Specification of the book:**

- Total Pages : Can be estimated from word count and page size
- Total Colours : 2 Colour job and will have 4 Colour inserts of vintage photographs
- Manuscript : It is approximately 1,20,000 words in size
- Paper size : Royal paper hard-pack
- Cover page size
- Paper Type : for 2 Color - uncoated 70-90 gsm and for 4 color – gloss art paper 90-130 gsm
- Packing : Paper-pack and Hard-pack (quote for both)

**2. Terms & Conditions:**

**Eligibility Criteria:**

- (a) The firm should be an Indian registered organization or company and should be engaged in publishing, printing and marketing of such articles i.e. Annual account book, Annual History Book, Academic Bulletin and Half yearly Report etc with minimum experience of 06 years.
- (b) The firms black listed by any academic Institution/ autonomous body (under Central/ State Government) etc need not to apply.

**Essential Information to be provided by the Firm/ Bidder:**

- (a) The list of three organizations dealt by them.
- (b) Copies of Income Tax Return of last three years and PAN.
- (c) Proof of the Registration of the firm along-with the CST/GST nos.
- (d) Royalty offered for the first 10,000 copies and then subsequent print runs.
- (e) Discounted price on MRP for purchase for 5000 copies of the first run.
- (f) Networking details (offline and online distribution) on the all India.
- (g) Specify the time for editing.

**The articles to be enclosed by the Firm/ Bidder:**

- (a) The sample of papers with it's description i.e. brand, make and gsm etc.
- (b) The sample copies of the Annual Report, books and magazines designed and printed by you in the last three years.

You are requested to kindly send your quotation in a sealed envelope addressed to Assistant Registrar, Office of Resources and Alumni, Room No. 270, Faculty Building, 1<sup>st</sup> Floor, I.I.T. Kanpur, Kanpur - 208016 latest by 15<sup>th</sup> September, 2014.

The firm has to ensure compliance of all the specifications/ requirements as mentioned in this document. This Institute is an Academic Institution (autonomous body) of national importance under the Ministry of Human Resources and Development (Govt of India), and reserves the right to accept or reject any or all the tenders without quoting any reason.

**Other Terms:**

- 1- 100% payment after delivery of 5000 copies.
- 2- Taxes i.e. VAT and SAT (as per government rule).
- 3- Transportation charges will be paid extra
- 4- Packing Charges, if any

Sincerely yours,



Dean, Resources and Alumni

