



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

Ref : SP/T-1852

Date : 12 Nov 2025
Tender No : T- 1852
Due Date : 19 Nov 2025

Dear Sir,

You are requested to submit your quotation for the following item :

<u>Sl No.</u>	<u>Item</u>	<u>Quantity</u>
1.	Printing and supply of Annual Report as per enclosed specification.	250 Copies

Your sealed quotation mentioning **Basic Price** and **GST** separately and other relevant details including acceptance of Tender conditions should reach the undersigned within 19 Nov 2025 by 4 P.M mentioning the tender no. and due date on the top of the envelope. **Separate rate to be quoted for ± 4 pages and ± 8 pages.**

IEI reserves the right to reject the Tender in full or part without assigning any reason.

Tender Condition

- Payment will be made after satisfactory completion of the work.
- Standard LD clause for delay in supply @ 2% per week or part thereof subject to maximum 10% of the ordered value
- Receipt of material subject to inspection.

Thanking you,

Yours faithfully,

Deputy Director (IT & Admn)

Encl. : As stated

Specification of the Item and Other Technical Details

ANNUAL REPORT 2024-2025
Quantity : 250 copies Number of pages 120 pages approx ($\pm$ 4 pages or ($\pm$ 8 pages) + 4 pages cover
Finished Size : 21 cm x 29.7 cm (A4) Paper for text 130 gsm art paper matt (Synermous, JK, Ballarpur/Imported) Cover 250 gsm art paper matt with 1 st and 4 th cover Matt Lamination and UV Coating on 1 st cover (Synermous, JK, Ballarpur/Imported) All through 4 colour Perfect binding Digital print should be approved by the Technical Department before commencement of printing.