



# 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-1838

Date : 25 Nov 2024

Tender No : T- 1838  
Due Date : 06 Dec 2024

Dear Sir,

Quotation is invited for printing of 500 copies of IEI Council Directory 2024-25 as per the **attached specifications**. Please note that out of 500 copies of Council Directories, names of 110 Council Members to be printed at the Front Cover of the Council Directory.

Your sealed quotation mentioning **Basic Price** and **GST** separately and other relevant details including acceptance of Tender conditions should reach the undersigned within **06 Dec 2024 by 4 P.M** mentioning the tender no. and due date on the top of the envelope.

#### 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.

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

Thanking you,

Yours faithfully,

Deputy Director (IT & Admn)

Encl. : As stated

*P. Roy*

**Specification of the work are mentioned below :**

Dimension (Size)	: 15.5 cm (Length) x 8.5 cm (Width)
Quantity (Number of Copies)	: 500 (out of which 110 copies of the Council Directory to be printed with names of the Council Members on the front cover)
Page Count (Number of pages)	: 244 pages Separate rate to quoted for $\pm 4$ & $\pm 8$ pages
Paper Quality & Printing for Text Part	: Text printed on 80 gsm / Glossy Art Paper Cover printed on 300 gsm / Art Board Text and Cover all through printed in four colors Matt Lamination with UV coating on Frontcover only Matt Lamination on Backcover only Page marker ribbon for all Council Directory
Binding Method (Binding)	: Perfect Binding
Pre Press Job	: The Art Work will be supplied to the selected vendor by e-mail / pen drive