

Date: December 02, 2011

Sub: Printing of Grapevine Newsletter 2011-12/3rd issue with envelope

Dear Sir,

We would like to get printed Grapevine 2011-12/3rd issue. The details are as follows:

1- Printing of Grapevine 2011-12/3rd issue

Quantity: 19,000 nos.
Paper : 130 gsm Mat Art Paper
Size : 11.5"x8.25"
Printing in four colors
4 sheets (both sides)

Printing of Envelops for Grapevine (inside lamination):

Quantity : 15,000 nos.
Paper : 120 gsm Mapletho Paper
Single color printing
Size: 8.75"x6.5"

You are requested to kindly send your quotation mentioning the terms & conditions in a sealed envelope addressed to Assistant Registrar, Office of Resource Planning and Generation, Room No. 270, Faculty Building, 1st Floor, I.I.T. Kanpur, Kanpur-208 016 latest by December 07, 2011. Please attach the sample of the paper for both along with your quotation.