

संसाधन नियोजन एवं सृजन कार्यालय  
RESOURCE PLANNING & GENERATION OFFICE  
भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

मोहम्मद शकील

उप कुलसचिव

Mohammad Shakeel

Deputy Registrar



पत्रालय : आई0आई0टी0 कानपुर-208016(भारत)  
P.O. : I.I.T., KANPUR -208016 (India)

No. RPG/Annual Report/2012/315A  
September 21, 2012

**Sub: Printing of "DRPG Annual Report 2011-12" with envelope (Date extended)**

Dear Sir,

We would like to get printed DRPG Annual Report 2011-12. The specifications are as follows:

**1. Printing of DRPG Annual Report 2011-12 (20,000 copies):**

Total Pages : 112+4 of cover page  
Total Colours : 4 colour job (CMYK + special colour) both side  
Paper size : 11.693" x 8.268" (Std. A4)  
Cover page size: 11.693" x 22.4" with inner flaps-book jacket style on 300 GSM imported Matt  
Paper with gloss lamination UV print on a strip on cover.  
Paper Type : 112 pages on 130 gsm itc imported super matt  
Binding : Section sewn perfect binding

**2. Printing of DRPG Annual Report 2011-12 envelope (20,000 nos.):**


Size : 18" x 24" (full laid out flat) (approx.)  
Paper Type : 300 GSM Imported Matt paper with matt lamination  
Printing : in four colours  
Dye - Cutting

You are requested to kindly send your quotation in a sealed envelope addressed to Deputy Registrar, Office of Resource Planning and Generation, Room No. 270, Faculty Building, 1<sup>st</sup> Floor, I.I.T. Kanpur, Kanpur - 208 016 latest by October 10<sup>th</sup>, 2012. Please attach sample papers along with your quotation.

**Note: Those who have already submitted sealed quotations against our earlier enquiry dated 13.09.2012 need not apply again. Their quotations will be considered alongwith.**

Thanking you,

Sincerely yours,

  
Mohammad Shakeel

**Note: Please do not forget to mention the following in your quotation:**

- 1) Taxes, if any
- 2) Transportation charges
- 3) Packing charges, if any
- 4) Delivery Time: Two weeks from the date of issue of order