

**Foreign Service Institute
Ministry of External Affairs
Baba Gangnath Marg, Old JNU Campus
New Delhi – 110067**

NOTICE INVITING QUOTATIONS

Subject: Quotation for Designing and Printing FSI Newsletter (Quarterly - e-version and hard copies) in a year – reg.

Sealed quotations are invited from experienced designers/publishers/printers for designing and printing of FSI Newsletter (Quarterly) both in the e-version and hard copy for a year.

Specifications

Size	e-version – screen and mobile compatible version, hard copy – A4 (8 ½ X 11 inches)
Quantity of Hard Copy	50 in Number
Number of Pages	<ul style="list-style-type: none">• 12 pages (approximately), all in multicolor with photographs / diagram / chart / graphs.
Printing	Double-sided printing material, back to back centre pinning, laminated glossy finish
Paper	170 GSM glossy finish

Terms and Conditions

1. Schedule of work

The work should be completed in all respects and Newsletter should be delivered strictly within stipulated time from the date of placement of printing order as mentioned below:

Submission of 1 st draft proof	:	within 05 days of award of contract
Submission of final proof	:	within 02 days of receipt of corrected version of draft proof
Supply of printed and e-version of the Newsletter	:	within 03 days of receipt of approval of final proof

2. Quotation

- The rate quoted should be page wise, inclusive of designing, paper, creative options, plate layout design, proof reading, positives, printing, binding, supply of materials and any other supplementary requirements incurred for publishing of the Newsletter.
 - Vendor should be able to execute all the required jobs together; part quotation will not be entertained.
3. The bidder should submit a sample of their previous work (Newsletter) along with the portfolio of the company.
 4. FSI reserves the right to increase/decrease the number of pages in the e-version and print version of the Newsletter and the increase in rate shall be in conformity to the rate contract. The same shall apply if additional numbers of copies are requested.
 5. FSI reserves the right to subject any or all bids if found to be unsuitable.