

**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**

<b>Size</b>	<b>e-version</b> – screen and mobile compatible version, <b>hard copy</b> – A4 (8 ½ X 11 inches)
<b>Quantity of Hard Copy</b>	50 in Number
<b>Number of Pages</b>	<ul style="list-style-type: none"><li>• 12 pages (approximately), all in multicolor with photographs / diagram / chart / graphs.</li></ul>
<b>Printing</b>	Double-sided printing material, back to back centre pinning, laminated glossy finish
<b>Paper</b>	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<sup>st</sup> 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 copy 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 number of copies are requested.
  5. FSI reserves the right to subject any or all bids if found to be unsuitable.
  6. The quotations must be submitted before **1100 hrs on February 1, 2019** by dropping it in the **Tender Box** at Foreign Service Institute, Baba Gangnath Marg (Near Ber Sarai Market), New Delhi-110067 duly superscribed with **“Quotations for Designing and Printing FSI Newsletter .**
  7. Representatives of the hotels may attend the proceedings of the opening of the quotations at Foreign Service Institute at **1100 hrs. on February 1, 2019.**



**Shashi Munjal**

Foreign Service Institute  
Ministry of External Affairs

Ph: 26181362

e-mail – soadminfsi@mea.gov.in