

## **QUOTATION FOR PRINTING OF IETE PUBLICATIONS**

Dear Sir/ Madam,

The Institution of Electronics and Telecommunication Engineers (IETE) publishes IETE Journal of Research(bi-monthly), IETE Technical Review(bi-monthly) Journal of Education (semi-annually) and IETE Newsletter (Four monthly).The institution is interested in obtaining your efficient and timely services for good-quality job meeting the agreed delivery schedules. Terms and Conditions and Specifications to obtain your services are as per the details given in “Enclosure-1 & 2”.

2. **Services:** The services to be offered by you should include the following activities.
  - (a) The responsibilities of collecting / delivering the manuscripts, proofs of an issue till it is finalized and delivering the final printed copies to the IETE HQ office will be that of the printer.
  - (b) For mailing purpose, each copy is to be wrapped (in case of IETE TR, JR and JE in envelopes) and address-slip properly affixed on the wrapper for IETE Journals and Newsletter. Addresses shall be given by IETE in state-wise packets to meet the Post Office requirements for sorting.
  - (c) For finalizing each issue of the Publications including IETE Newsletter, service of your DTP operator would be required at IETE HQ for incorporating last minute corrections and finalization **at least 3 times**.
  - (d) Original photographs to be returned immediately after printing. One DVD/CD of complete issue in PDF format to be submitted for uploading of issue on IETE journal website(www.iete.org).
  
4. **Payment of Bill:** On completion of the job, the materials / documents are to be delivered to IETE along with the bill in triplicate. Payment of the bills shall normally be made by IETE within 2 to 3 weeks of presentation of the accepted bill provided the work has been carried out satisfactorily.
  
5. **Quality of Printing:** The Institution reserves the right to reject an unsatisfactory work and may levy penalty thereof as decided by the IETE HQs.
  
6. **Termination of contract:** The IETE reserves the right to terminate the contract with the printer after giving one-month notice without assigning any reason.
  
7. **Acceptance:** On acceptance of the work order, first issue will be printed on trial basis. If work is found satisfactory in all respects, order for one year will be given in the first instance. IETE may extend the work order for further period as per mutual agreement.

8. **Quotation:** Please note the following points for quoting:

- (a) IETE is an Apex Professional body devoted to the advancement of science and technology of Electronics, Telecommunications, Computers, Information Technology and allied fields. Therefore quality of printing remains the top-most priority.
- (b) Quotation must have the list of clients for whom you are doing / have done a similar job along with samples of journals /books /newsletters published by you.
- (c) Copy of the IETE Publications can be inspected at IETE HQ for guidance.
- (d) Printer should have the license issued by JCP (Licensing), Delhi Police which is to be attached along with your quotation.
- (e) In case the terms and conditions stated above are acceptable to you, your most competitive quotation is invited as per enclosed specifications. For actual number of copies printed and number of pages per copy, pro-rata rate per copy will be applicable.

The last date for receipt of your quotation sent in a sealed envelopes and addressed to undersigned is 12 Jan 2019.

Thanking you,

Yours faithfully,

Lt Col Dipankar Sen (Retd)  
Secretary General

**Specifications for  
PRINTING  
OF  
Terms & Conditions and Specifications for publishing IETE Newsletter**

<b>SI No</b>	<b>Specifications</b>	<b>Parameters</b>
1	Page Size	8.5"×11"
2	Printing	Offset using positives & PS Plates
3	No. of Copies	6500 ± 25% on pro rata basis
4	No. of Pages per copy	32 ± 25% on pro rata basis
5	Photographs	Approx 30 nos & upto 4 collage pages
6	Composing	DTP composing with 4 proofs
7	Paper	100 gsm Art Paper
8	Cover Paper	100 gsm Art Paper
9	Cover and Text Printing	4 color
10	Binding	Centre stitching
11	Composing, Scanning & Proof Reading	inclusive
12	Delivery/collection up to 4 proofs	inclusive
13	Soft Copy (CD) of published issue	inclusive
14	Cost of wrapper, printing, pasting of addresses and packing for mailing	inclusive
15	Mailing responsibility	Ready to mail and delivery to IETE HQ inclusive
16	Cost of Paper	Inclusive
17	Validity of pro rata rate /copy	Two year
18	Taxes	GST on actual
19	Cartage up to IETE HQs	Inclusive
20	Advance payment	No
21	Quality requirements	The quality of printing and paper is to be as per above specifications. In case quality standards and specifications as above are not met and job is not completed in the reasonable given time, IETE may at its own discretion cancel the work order or terminate the agreement without any prejudice or cost implications.
22	Per copy cost for: (a) Printing and paper to be provided by printer 6500 copies, each 32 pages. (b) Pro-rata rates per copy will apply for actual number of copies printed and number of pages per copy for ± 25 variations in these quantities.	<b>per copy including taxes</b>

Lt Col Dipankar Sen (Retd)  
Secretary General

**Specifications for  
PRINTING  
OF**

(1) IETE Journal of Research, (2) IETE Technical Review and (3) IETE Journal of Education

SI No	Specifications	Parameters
1	Paper Size	8.5"×11" (as per sample)
2	Printing	Offset printing using positives and PS plates
3	No. of Copies	1600 per issue ±25% for IETE Journal of Research 1600 per issue ±25% for IETE Technical Review 850 per issue ±25% for IETE Journal of Education
4	No. of Pages per copy	180 ±25% for IETE Journal of Research 120 ±25% for IETE Technical Review 60 ±25% for IETE Journal of Education
5	Paper	90 GSM Art Paper
6	Cover Paper	210 GSM Art Paper
7	Cover Printing	4 × Four Colour
8	Photographs	4 color(President) and 2 collage pages IETE Journal of Education only.
9	Cover Envelope	9.25"×12.25" (as per sample)
10	Binding	Perfect Binding
11	Lamination	BOPP
12	Composing, Scanning & proof reading	Inclusive
13	Delivery/collection up to 4 proofs	Inclusive
14	Cost of envelope and its printing, pasting of addresses and packing for mailing	Inclusive
15	Cost of paper	Inclusive
16	Validity of rate /copy	Two year
17	Taxes	Inclusive
18	Cartage up to IETE HQs	Inclusive
19	Advance payment	NIL
20	Quality requirements	The quality of printing and paper is to be as per above specifications. In case quality standards are not met in spite of repeated opportunities and job is not completed in the reasonable given time, IETE may at its own discretion cancel the work order or terminate the agreement without any prejudice or cost implications.
21	With respect to SI Nos 3&4 above, for actual number of copies printed and number of pages per copy pro rata rate per copy will be applicable for ± 25% variations in no of copies and no of pages per copy.	
22	Per copy cost for complete printing with paper and delivery as per above specifications (including tax):	IETE Journal of Research :Rs IETE Technical Review :Rs IETE Journal of Education :Rs

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Secretary General