



**The Institution of Electronics and
Telecommunication Engineers (IETE)**

(Since 1953 in the Service of the Nation)

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Ref: IETE/J-207/QUOT/2023

CALL FOR QUOTATION FOR PRINTING OF IETE PUBLICATIONS

Dear Sir/ Madam,

The Institution of Electronics and Telecommunication Engineers (IETE) publishes 03 technical journals namely IETE Journal of Research(monthly), IETE Technical Review(bi-monthly) IETE Journal of Education (semi-annually) and IETE Newsletter (Four monthly). We are likely to start a new journal also. The institution is interested in obtaining efficient and timely services for good-quality job, meeting the agreed delivery schedules. Terms & Conditions and Specifications to obtain services are given in "Annexures-1 & 2". Details for large and thick envelopes for packing of these journals are given at Annexure-3.

2. **Services:** The services to be given 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 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.
- (c) Original photographs if any, to be returned immediately after printing IETE Newsletter. CRC in the form of E-Book of complete issue in PDF format to be submitted for uploading of issue on IETE journal website (www.iete.org) and sending to the members.

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.