

संसाधन एवं पूर्व छात्र कार्यालय  
RESOURCES AND ALUMNI OFFICE  
भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ओपी श्रीवास्तव

सहायक कुलसचिव

O. P. Srivastava

Assistant Registrar



पत्रालय : आई०आई०टी० कानपुर-२०८०१६(भारत)  
P.O.: I.I.T., KANPUR -208016 (India)

No. DORA/Annual Report/2013/ 242  
October 21<sup>st</sup>, 2013

**Sub: Printing of "DORA Annual Report 2012-13"**

Dear Sir,

We would like to get printed DORA Annual Report 2012-13 with envelops. The specifications are given below:

**1. Annual Report 2012-13 (5000 copies):**

Total Pages : 132+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 : 132 pages on 130 gsm itc imported super matt  
Binding : Section sewn perfect binding

**2. Envelope (5000 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 Assistant Registrar, Office of Resources and Alumni, Room No. 270, Faculty Building, 1<sup>st</sup> Floor, I.I.T. Kanpur, Kanpur - 208 016 latest by October 31<sup>st</sup>, 2013. Please attach sample papers along with your quotation.

Thanking you,

Sincerely yours,

  
OP Srivastava

**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