



**MAHATMA GANDHI UNIVERSITY**  
**University Centre for International Co-operation (UCIC)**

UCIC/Plan-Fund/Q/3/01/2021

Dated: 18<sup>th</sup> January 2021

**Quotation Notice**

**Development of International Brochures for M.G University**

Sealed quotations in original form are invited from Individuals or companies for the design, development and printing of **International Brochures for M.G University** for promoting Internationalization in MGU Campus, a scheme coordinated by UCIC.

The cover containing the quotations should be super scribed with "UCIC – Development of International Brochure for MGU" and the same should be reached the undersigned **on or before 25/01/2021 3 pm**. The Quotations will be opened at 3.30 pm on the same day.

**Specifications**

1. Two brochures are required
  - (a) **Short brochure** highlighting the programmes under MGU Campus and major programmes in Affiliated colleges – 6-8 pages – 100 printed copies with soft copy is required
  - (b) **Long brochure** highlighting activities/programmes/research of various schools/centers with attractive photos of International standard – 20-25 pages , – 50 printed copies in good quality art paper with soft copy is required.
2. Separate quotations are required for short brochure and long brochure. Cost per each printed copy has to be separately mentioned in the quotation.
3. All required photos and pictures about campus/students/facility has to be taken by the developing firm/person in professional way.
4. The chosen photos of existing brochures has to be utilized with mutual discussion.
5. Documents showing the professional competency of the person or firm involved in the brochure creation has to be attached with the quotation submission.
6. The digital brochure created should be capable of uploading in the existing UCIC website ([www.ucicmgu.org](http://www.ucicmgu.org)) under “International Brochure”.
7. The work has to be completed within 30 days once work order has issued.
8. Since the viewers of the brochure are mostly International faculty members/ students, the proposed brochure should meet international standards in design ,layout and print quality.
9. Payment will be done only after successful completion of the work and verification based on required specifications.
10. The quoted amount shall include all expenses related with the brochure including GST/Taxes.

University Center for International Co-operation

Copy to

1. Content Management for publication in website
2. Store keeper, General store
3. PRO
4. SF/FC