

Kerala Institute of Tourism and Travel Studies

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KITTS, Thiruvananthapuram invites quotations from suitable agencies for Printing and Circulation of "Kerala Tourism Insights" News journal

The Kerala Institute of Tourism and Travel Studies (KITTS) is pleased to invite quotations from agencies/consortiums for the collection of data on Kerala Tourism initiatives, printing and circulation of "Kerala Tourism Insights" News journal based on the data collected on a tri-monthly basis for the upcoming 4 issues. The months of publication in a year are January, April, July, and October. The size of the magazine is 12 pages, 1/4 Dummy size (28cm height x 22cm width), Multi colour printed on 135 gsm glossy art paper for cover and inside pages. Total number of copies is 1000 (One Thousand).

Terms of Reference:

1. The agency shall collect news items, information and photographs as per the need for each issue.
2. The write ups on the above with photographs are to be submitted by the agency to KITTS on or before the 10th of preceding month of publication.
3. KITTS, after scrutiny of the write ups shall give the agency a 16 page document for printing on or before the 20th of preceding month of publication.
4. The draft lay out of the magazine shall be submitted by the agency to KITTS on the 25th of preceding month of publication.
5. KITTS shall approve the final layout within two days of receiving the draft.
6. The magazine is to be printed out on the 1st of the said months of publication.
7. The soft copy of each issue of *Kerala Tourism Insights* along with 1000 printed copies is to be submitted to KITTS on the 1st of the said months of the publication.
8. Nine Hundred copies of *Kerala Tourism Insights* is to be posted in respect of KITTS within 5 days of printing for which the address list shall be provided by KITTS.
9. Agencies with minimum 10 years' experience in tourism publications in English language and turnover of average Rs. 1 crore from publishing in the last three years may submit the quotations.
10. The quotations should clearly mention the estimate, quality including GSM and type of paper, number of issues, number of pages and *rate of one issue*
11. The quotation should clearly specify that the entire risks to the result of performance of the system design is assumed by the agency/consortium quoted.
12. Name and contact information of the agency/consortium has to be included in the quotation.
13. Quotations are to be submitted in three separate envelopes – EMD, Technical Bid and Financial bid
14. The EMD amount is Rs.5000/- (Rupees Five Thousand only)
15. Last date for receiving the quotation is 16.01.2024 before 3 pm.

Director
KITTS

