

विनयलता एस.  
VINAYALATHA S.  
कुलसचिव  
REGISTRAR



गणितीय विज्ञान संस्थान  
THE INSTITUTE OF MATHEMATICAL SCIENCES  
(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त संस्थान)  
(An Autonomous Institution under Dept. of Atomic Energy, Govt of India)  
CIT CAMPUS, TARAMANI, CHENNAI - 600113



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Ref: IMSc/Enquiry/Ann.Rep.Prin/2024-25/

16<sup>th</sup> July, 2025

To

Sub: Notice inviting quotations for printing of the Institute's Annual Report for 2024-25

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Sirs,

The Institute of Mathematical Sciences(IMSc) is a national institute for fundamental research in frontier disciplines of the mathematical and physical sciences. The IMSc is inviting quotations for printing of the Institute's Annual Report. The Annual Report is a document wherein the Institute's performance is reported to the stake holders including the Parliament, Board, Council and other academic institutions.

The Annual Report will be brought out in Hindi and English version. The bi-lingual file will be provided to you. The approximate pages of Annual Report will be about 250 pages including photographs, in 130 GSM Supersunshine paper/Art paper. **We may need to print about 75 copies.**

Additional number of printed wrappers(about 40 Nos.) as per specification attached without audited statement and Hindi version should be supplied separately.

We would like to make the Annual Report an engaging and visually inspiring document even to a non technical person. Copies of the reports will have to be delivered within 2 weeks from the date of giving the bi-lingual file. PDF copy of the new version both design etc., to be provided

Please note that, the **Quotation validity should be minimum 120 days.**

We request you to send your **SEALED QUOTATIONS** along with **SAMPLES OF COVER**, superscribing "Quotations for Annual Report for the year 2024 - 25" addressed to the Registrar, Institute of Mathematical Sciences, CIT Campus, Chennai 600 113 **ON OR BEFORE 30<sup>th</sup> July 2025**. You may contact the Purchase & Stores Officer of the Institute. [Contact No.044-22543153] for any further information on any working day between 10 AM and 5 PM. Quotation by **e-mail/fax WILL NOT BE** accepted.

Yours faithfully,

*Vinayalatha S.*  
16-7-2025

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# THE INSTITUTE OF MATHEMATICAL SCIENCES, CHENNAI

## ANNUAL REPORT 2024-2025

### SPECIFICATIONS FOR PRINTING

1. Book size and number of pages	A4 size (21 X 29.7 cms) Number of pages expected will be approx. 250 pages for Hindi and English version.
2. Quality of paper to be used	Printing to be done in 130 gsm super sun-shine paper/Art paper (please quote the charges separately for shine paper and art paper)
3. Wrapper	210 gsm Foreign Art Board (colour / white) Multi Colour Printing with Lamination. Back cover also will contain a A4 Photograph. This is applicable for both the parts.
4. Designing/Formatting	Designing/Formatting the layout of text (full contents) from the given PDF File and also designing the cover pages as well as photo pages.
5. Text Printing Colour	Single colour
6. Photos (approximately 50 Nos.)	To be printed on art paper – back to back (either passport copy size or full size A4) (only for the English and Hindi version)
7. Binding	Ordinary binding – wrapper pasted
8. A) Number of copies to be printed a) summary with Audited Statement of accounts (printed with Hindi and English version) b) Additional wrapper	75 copies  40 Nos.
9. Charges for additional copies	At the same cost quoted for 75 Nos.
10. Time of delivery	1 week from the date of giving the bi-lingual file (camera ready copy) photos with the order
11. Proof	To be cleared by IMSc before going for final printing.