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KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES
കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല
PANANGAD P.O., KOCHI 682 506, KERALAM, INDIA
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No. GA4/11226/2026 Date: . 10.2026

QUOTATION NOTICE

Sealed quotations are invited from reputed and experienced agencies/firms for undertaking the **Design, Layout & Visual Enhancement of the KUFOS Institutional Development Plan (IDP) 2025–2040**, in accordance with the scope of work and technical specifications detailed below.

Scope of Work and Specifications

The selected agency shall undertake the professional design, layout and visual enhancement of the supplied Institutional Development Plan, ensuring a well-structured, visually appealing, reader-friendly and professionally presented publication, without altering the accuracy and integrity of the approved institutional content.
The scope of work shall include the following:

1. **Document Design and Page Layout:** Complete page-by-page design and layout of the supplied IDP, estimated at approximately 105 pages, including professional typography, spacing, alignment, visual hierarchy, headings, subheadings, headers, footers, pagination and section navigation.
2. **Visual Enhancement and Infographics:** Enhancement and redesign of existing visual elements, visual presentation of key strategic information and development of up to four new infographic pages using the text and data supplied by KUFOS.
3. **Institutional Enabler Section-Opening Pages:** Design of eight dedicated section-opening pages, one for each existing institutional enabler.
4. **Tables, Matrices and Structured Information:** Professional formatting and visual enhancement of compliance matrices, strategic tables, charts and other structured information, including refinement of selected existing diagrams, the Vision and Mission graphic and the organisational chart.
5. **Images, Diagrams and Visual Assets:** Placement, sizing, cropping and visual treatment of supplied photographs and other visual assets, along with refinement of existing organisational charts, diagrams and supporting illustrations.
6. **Cover and Special Pages:** Creative design of the front cover and back/closing page, along with appropriate visual treatment for major sections and important publication pages.
7. **Final Production and Quality Control:** Complete document compilation, consistency checks, final pagination, cross-page review, typography and alignment checks, incorporation of final corrections and preparation of the final print-ready PDF.

Deliverables

KUFOS HQRS,Panangad, Ernakulam

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The selected agency shall provide:

- One complete, professionally designed and print-ready PDF of the KUFOS Institutional Development Plan (IDP) 2025–2040.
- Eight institutional enabler section-opening pages.
- Up to four new infographic and information-visualization pages.
- Professionally formatted tables, matrices, charts, images and existing visual elements as specified above.

Terms and Conditions

1. The primary text, institutional information, strategic content, logo files and high-resolution images required for the work will be supplied or approved by KUFOS.
2. The agency shall be responsible for design, layout, visual enhancement, information visualization and final publication production. Substantive rewriting, research or alteration of approved institutional content shall not form part of the scope.
3. The quotation shall include two consolidated rounds of design revisions based on the feedback of the designated KUFOS team. Any additional revision rounds or major changes beyond the approved scope shall be quoted separately and undertaken only with the approval of KUFOS.
4. The estimated quantity of approximately 105 pages and approximately 10 items for existing visual refinement is indicative. The final scope and any changes shall be mutually agreed upon before execution.
5. The agency shall clearly indicate any additional charges for work beyond the specified scope. Any such work shall require prior approval from KUFOS.
6. The agency shall specify the time required for submission of the first draft and completion of the entire work. The final delivery schedule shall be mutually agreed upon by KUFOS and the selected agency.
7. The final artwork shall become the property of KUFOS upon full payment. The cost and availability of editable source files, if any, shall be specified separately in the quotation.
8. Printing of physical copies is excluded from the scope of this quotation and shall be dealt with separately, if required.
9. The quoted amount shall clearly indicate the professional fee, applicable taxes, if any, and any other charges. The quotation shall remain valid for at least 30 days from the date of submission.
10. Payment shall be processed in accordance with the applicable KUFOS procurement and payment procedures, subject to satisfactory completion and acceptance of the deliverables.
11. KUFOS reserves the right to accept or reject any or all quotations without assigning any reason, subject to applicable rules and procedures.

Interested agencies/firms shall submit their quotations, clearly indicating the total professional fee for the complete scope of work, applicable taxes, proposed delivery schedule, revision terms and relevant experience in similar publication design projects.

Last date & time for receipt of quotation	**07.11.2026**	**3.PM**
Date & time of opening of quotation	**07.11.2026**	**3.30 PM**

The quotation shall be superscribed: **“KUFOS/P&D/2026 Quotation for Design, Layout & Visual Enhancement of KUFOS Institutional Development Plan (IDP) 2025–2040.”**

KUFOS HQRS,Panangad, Ernakulam

For further details, interested agencies may contact Dr. Ranjeet K, Director (P&D) at KUFOS.

REGISTRAR

To: Firms
Copy to: Notice Board/Programmer/ Director P &D/Public Relations Officer/PS to Vice Chancellor/PA to Registrar/SO (P &D)/SF

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