



January 22, 2021

Ref no. ZHDC/NIQ/Printing work/2021

NOTICE INVITING QUOTATION**NAME OF WORK: - PRINTING OF COLLEGE MAGAZINES FOR THE ACADEMIC YEAR 2019-20.**

Quotations are invited by the Principal Zakir Husain Delhi College, Jawaharlal Nehru Marg New Delhi -110002, from the reputed/experienced Printers for the Printing of college magazines academic year 2019-20, details is given below:

Sl. No.	Name of Deptt./ Magazine	No. of Copies approximately	No. of Pages approximately	Description of Material
1.	Urdu Fikre Nau	250 Pcs.	163	Cover pages- 4 colored pgs. in 300 GSM Paper with lamination Inner pages- 92 black and white & 8 color pgs. On 130GSM paper Binding:- perfect binding Size (in cm):- 24.5x18.5/ 28x20/ 21x21
2.	Political Science Aawaz	150 Pcs.	52	
3.	Economics Rise	50 Pcs.	32	
4.	Commerce World Com	150 Pcs.	36	
5.	Botany/ Nature and environment Society Srishti	25 Pcs.	40	
6.	English Rambler	100 Pcs.	44	
7.	Hindi Rashmi	100 Pcs.	48	
8.	Physical Education GAMBOL	75 Pcs.	32	
9.	Science Spectrum	100 Pcs.	48	
10.	Bengali VERNAMALA	75 Pcs.	28	

While quotation the rate, vendors are required to comply with the following and quote the rates accordingly:

1. The vendor must submit sample & similar jobs undertaken by them along with their quotation. They are also requested to inspect sample of the college magazine kept in the office on any working day from 10:00 p.m. to 5:00. The vendor is required to provide the sample of art paper and card along with the quotation.
2. The successful vendor would be responsible to get the approval of final proof (in color) of the entire magazine by the component authority.
3. The work involves getting handwritten manuscript (Hind, English, Bengali, and Urdu) typed and processing of softcopy/email matter which have been edited by the college and transferring them onto proofs which have to be shown/ vetted by the college before printing. As many proof setting of such matter is to be done as many be required for corrections. Further colored print of photographs, cover (outer and inner) pictures etc should be done likewise. Such editing. Correction of proof as are necessary should be undertaken by the vendor. The number of pages may fluctuate

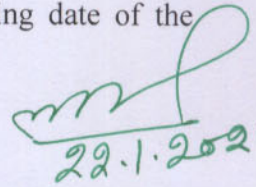
22.1.2021



Accredited Grade 'A' by NAAC

- at the time of composing. The final proof free of any error should be printed after clear/express Approval of the College is taken in this regard. Cover designing and attractive layout of the colored pages would be the responsibility of the vendor.
4. The Printed magazine would have to be delivered within seven days college library after final approval for the printing magazine is given, together with the softcopy of the magazine both format & open files with fonts(mentioning the version of the software used), on DVD or pen drive.
 5. Interested Distributors/reputed Firms/suppliers may submit offer in a sealed envelope with duly addressed to the Principal ZHDC New Delhi -110002, with quotation against Ref. no. on the Top of the envelope, latest by 5:00 PM dated 05/02/2021, personally or through courier to the Main Reception near front gate, ZHDC, Jawaharlal Nehru Marg, New Delhi- 110002.
 6. The vender must clearly indicate the rate of **taxes (if any)** in their quotation. Up to date Trade License, Income Tax and GST no. Clearance Certificate must be accompanied along with the quotation. Must have experience of executing satisfactory similar job for Govt. Organizations/Academic Institutions.
 7. The quantity mentioned above may be increased or decreased at the time of order as per actual requirement.
 8. Payment will be made only after the successful completion of the job and after receipt of the materials in good condition.
 9. The process of printing work will be discontinues at any stage without assigning any reason by the undersigned.

Clarifications: For more detail of items please contact the (S.O. Admn) between 3.00 PM to 5.PM during working day, at least three days (03) before closing date of the quotations.


22.1.2021

(Dr. Masroor Ahmad Beg)
Officiating Principal

Copy to:
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