

दौलत राम कॉलेज

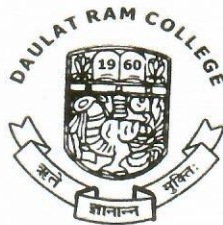
(दिल्ली विश्वविद्यालय)

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Daulat Ram College
(UNIVERSITY OF DELHI)

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A Star Status by G.O.I & NAAC Accredited 'A' Grade College

DRC/252 /2022 /917

08/02/2022

NOTICE INVITING QUOTATIONS

NAME OF WORK : PRINTING OF COLLEGE MAGAZINE 'PRAMILA'
AND WDC MAGAZINE 'SHRESHTHA' FOR THE ACADEMIC YEAR
2021-22.

Quotations are invited by the Principal, Daulat Ram College from the
reputed/experienced Printers for the Printing of college magazines academic
year 2021-22, details is given below:

SL. No.	Name of deptt./magazine	of	No.of Copies	No.of Pages	Description of Material
1.	Colleger Magazine		1500 Pcs	120 + 20	Cover Pages - 4 colored printing in 300GSM art paper with mat lamination Inner pages – black and white in 100GSM sunshine/TA paper and 20 pgs on 100GSM art paper 4 color print. Binding – perfect binding Size (in inches)- 8.5X11
2.	WDC Magazine 'SHRESHTHA'		75 Pcs	150 Including cover and 16 color pages	As above

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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 pm 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 (Hindi and English) types and processing of soft/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 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, Daulat Ram College, University of Delhi, Delhi-110007, with quotation against Reference number on the top of the envelope, latest by 3.00pm dated 19/02/2022, personally or through courier to the Administration office, Daulat Ram College.
6. The vendor 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 quotations. 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.

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9. The process of printing work will be discontinued at any stage without assigning any reason by the undersigned.

Clarifications: For more detail of items please contact the(S.O.Admn) between 3.00pm to 5.00pm during working day, at least three days (03) before closing date of the quotations.

Savita Roy
(Prof.Savita Roy)
Principal
Savita Roy

Copy to:
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College Website