



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGND/ADMIN/18/7025

Dated: 12/01/2018

## **Sealed quotations are invited on short-notice for printing and supply of college Magazine "SURLOK" for 2018**

The college intends to invite sealed quotations on short-notice for printing of following items from the eligible vendors:-

Sl.No.	Description of Material	Quantity
1.	Printing and supply of the College Magazine Colored Pages: 56 Pages A-4 Pages 130 gsm art paper ( 4 Colour) Colored Pages: 144 Pages A-4 Pages 130 gsm art paper ( 2 Colour) Cover: 4 Pages 300 gsm Art Card with lamination leaf Printing (4 Colour)	500 Nos.

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

1. Vendors are requested to inspect sample of the college magazine kept in the office on any working day from 10:00 a.m. to 4:00 p.m. The vendor is required to provide the sample of inner paper and cover page alongwith the quotation.
2. Cost of extra pages to be separately mentioned for colour pages (per form of 8 pages)
3. Please note that VAT/TAX, if any must be quoted separately
4. Mentioning of TIN/TAN/PAN No. as applicable must be quoted as per Govt. Policy
5. The successful vendor would be responsible to get the approval of Final text and coloured proof of the cover and other coloured pages by the Magazine Committee.

6. No cartage and any other charges shall be paid to the vendor under whatsoever conditions.
7. If at any stage, it is found that the material used to print the college magazine of the final product is not according to the sample shown to you or as per direction of the Magazine Committee/the principal may impose a fine on the firm and/or payment may be withheld fully or partly and / or the order may be treated as cancelled, in that case the firm is required to take back the rejected material on its own expenses. The decision of the principal/Magazine Committee in this regard shall be binding on the firm, depending upon the circumstances.
8. The Principal reserves the right to reject some or all the quotations without assigning any reason thereof.
9. The vendor should have in-house composing and designing facility.
10. The work involves processing of softcopy/e-mailed matter which have been edited by magazine committee of the college and transferring them onto proofs which have to be shown/vetted by the Magazine Committee before printing. As many proof setting of such matter is to be done as may be reversed for corrections. Further colored prints of photographs, cover (outer and inner) cartoons, fillers etc should be done likewise. Such editing/correction of proofs as are necessary should be undertaken by the vendor. The number of pages may fluctuate at the time of composing. The final proofs free of any errors should be printed after clear/express approval of magazine committee is taken in this regard. Cover designing and attractive layout of the coloured pages would also be the responsibility of the vendor.
11. The Printed Magazine would have to be delivered within seven days after final approval for printing of magazine is given, together with the softcopy of the magazine both in PDF format & Open files with fonts.
12. Sealed Quotation superscribe "Quotation for printing and supply of college Magazine "SURLOK" for 2018" must reach the office of the college latest on Monday 27 January 2018 3:00 pm.

  
(Dr. Man Mohan Kaur) 21/1/18  
Principal