



SRI AUROBINDO COLLEGE

(University of Delhi)
MALVIYA NAGAR, NEW DELHI - 110017
E-mail : principal@aurobindo.du.ac.in
Website : www.aurobindo.du.ac.in

श्री अरविन्द महाविद्यालय

(दिल्ली विश्वविद्यालय)
मालवीय नगर, नई दिल्ली-110017

Dated **15.03.2019**

Ref. No. **SAC/2019/5569**

TENDER NOTICE FOR PRINTING OF COLLEGE MAGAZINE

Sealed quotations are invited for the printing of College Magazine "Arbind Jyoti" as per details mentioned below:-

Name of Work	:	Printing of Magazine with layout and graphic Designing.
No. of Copies	:	1500
Size	:	3/1.2" x 11"
Composition	:	Laser Composing
Pages per copy	:	100 ± 10
a) Cover page	:	Four colour printing in 250 gsm art paper with glossy finish
b) Inner page and photograph	:	Four colour printing on 130 gsm (SINNERMASS) art paper with glossy finish.
c) Binding	:	Quality binding with proper stitching.

GENERAL AND SPECIFIC DETAILS:

1. Cost per copy should be inclusive of cartage charges. Taxes per copy as per Govt. rules should be separately indicated. Additional copies, if needed should be provided at the same cost in a lot of 200. Soft copy of the Magazine has to be provided for purpose of uploading on the College website.

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2. The magazine will have three sections:
 - a) English
 - b) Hindi
 - c) Sanskrit
3. Please also quote rate (a set of four pages) for additional pages in the magazine (If required). Cost of extra pages to be separately mentioned for black & white and colour pages.
4. T.D.S. as applicable shall be deducted as per norms.
5. The printing must be of high quality and is to be done within 10 days from the issue of order in this regard by the College Authorities.
6. The layout and designing must be done with the approval of Magazine Committee.
7. A sample copy of the final draft will have to be provided before printing of the final product. Printing will proceed only after approval by the Magazine Committee.
8. An earnest money of Rs.5000/- will have to be deposited in favour of **The Principal, Sri Aurobindo College** payable at **New Delhi** by the Printer immediately after the approval of tender/quotations, which will be refunded after the completion of satisfactory work.
9. 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 the 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.
10. Terms and conditions must be clearly mentioned and should be enclosed the necessary details regarding the quality, weight and brand of paper to be used. A sample copy of similar work done, if any, should be enclosed along with your quotation. Preference will be given to the Printer who has experience of printing Delhi University colleges/ educational institutions magazine.
11. A photocopy of the press declaration license number and PAN NUMBER must be enclosed along with your quotation.


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12. The details of above proposal may be submitted in two parts viz. "Part A – Technical Proposal" (mentioning experience of work, PAN No./ TIN No., any other information which you want to submit) and "Part B – Financial Proposal" (mentioning cost per copy inclusive of cartage charges and Point 8 and 9 of General Details). Each part should be sealed in a separate envelope and suitably super scribed. The two **sealed envelopes should be put in a third envelope, sealed and super scribed "Proposal for College Magazine"** ,complete in all aspects should reach **The Principal, Sri Aurobindo College, Malviya Nagar, New Delhi – 110017 latest by Monday, 25th March, 2019 upto 1.00 p.m.**

Technical proposal will be approved considering the quality of printing, design specifications and other quality considerations.

Incomplete quotations will be summarily rejected. The College also reserves the right to reject any or all quotations, without assigning any reason whatsoever in this regard.

NOTE – Please mention your e-mail address and mobile number on the envelope.


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