



# 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 31.05.2018

SAC/2018/5101

Ref. No. ....

## TENDER NOTICE FOR PRINTING OF COLLEGE PROSPECTUS

Quotations on the basis of cost per copy inclusive of designing and cartage charges are invited under sealed cover for the printing of college prospectus, as per details mentioned below:

### GENERAL AND SPECIFIC DETAILS ABOUT PROSPECTUS

1. The College Prospectus will comprise of approx. 40 pages (size 8.5 inches x11 inches) including text, photographs, and cover pages. Number of pages if change, rates will be applicable on pro-rata basis.
2. Initially, 2,000 copies of the prospectus are to be printed. Separate perforated admission form is to be attached with the prospectus (additional 500 admission forms will be required).
3. The prospectus will be bilingual (English and Hindi).
4. The matter and photographs will be printed in multi colour on 170 GSM paper (with aquas coating) with 4 cover pages on 300 GSM paper with lamination.
5. Specimen copy of last year's Prospectus and Admission Form is kept in the office for inspection on all working days from 10.00 a.m. to 4.00 p.m.
6. The printing must be of high quality and is to be done within 07 days from the issue of order in this regard by the College Authorities.
7. The prospectus should have quality saddle stitch binding.
8. Taxes applicable should be separately indicated.
9. T.D.S. as applicable shall be deducted as per norms.

Contd...2

  
प्राचार्य (कार्यवाहक)  
PRINCIPAL (OFFG.)  
श्री अरविन्द महाविद्यालय  
SRI AUROBINDO COLLEGE  
मालवीय नगर, नई दिल्ली - 17  
Malviya Nagar, New Delhi - 17

10. A deposit of Rs.5000/- will have to be made 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.
11. If at any stage, it is found that the material used to print the college prospectus of the final product is not according to the specification, 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 at its own expense. The decision of the Principal in this regard shall be binding on the firm.

Preference will be given to the Printer who has experience of printing Delhi University colleges/ educational institutions prospectus. The details of above proposal may be submitted in two parts viz. "Part A – Technical Proposal" (mentioning experience of work, PAN, GSTN number, sample copy of college or educational institution magazine / prospectus previously printed and any other information which you want to submit) and "Part B – Financial Proposal" (mentioning cost per copy inclusive of cartage charges and 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 Prospectus"**, complete in all aspects should reach **The Principal, Sri Aurobindo College, Malviya Nagar, New Delhi – 110017 latest by Thursday, 7<sup>th</sup> June, 2018 upto 1.00 p.m.**

Technical proposal will be approved considering the quality of printing, design specifications and other quality considerations. Financial bid of those vendors will be opened whose technical bid is accepted.

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.**



**PRINCIPAL (OFFG.)**

प्राचार्य (कार्यवाहक)  
PRINCIPAL (OFFG.)  
श्री अरविन्द महाविद्यालय  
SRI AUROBINDO COLLEGE  
मालवीय नगर, नई दिल्ली - 17  
Malviya Nagar, New Delhi - 17