



Satyawati College

सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052

अशोक विहार, फेज-III, दिल्ली-110052

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NAAC ACCREDITED "A" GRADE

Dated: 7th June, 2019

TENDER NOTICE FOR PRINTING OF COLLEGE PROSPECTUS: 2019-20

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 x 11 inches) including text, photographs and cover pages. Number of pages if changes, rates will be applicable on pro-rata basis.
2. Initially 2000 copies are to be printed. Separate perforated admission form and undertaking form is to be attached with the prospectus. The quantity may be increase or decrease at the time of execution.
3. The prospectus will be bilingual (English and Hindi)
4. The matter and photographs will be printed in multi color on 170 GSM paper 9 with mat finish) with four 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 am to 4:00 pm.
6. The printing must be of high quality and is to be done within 5 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.
10. A deposit of Rupees 5,000/- will have to made in favor of The Principal, Satyawati 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 expenses. 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 detail 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.

“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 suitable super scribed.

The two sealed envelopes should be put in the third envelope, sealed and super scribed. “proposal for college prospectus”, complete in all aspects should reach The Principal, Satyawati College, Ashok Vihar, Delhi – 110052 latest by **11-06-2019 up to 10:00 am**. Quotations will be opened on the same day i.e. 11-06-2019 at 10:30 am.

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.

The printed prospectus is to be supplied by 17th June, 2019 along with soft copy.

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.

Manjula Dass

**Dr. Manjula Dass
Officiating Principal**