

दौलत राम कॉलेज
(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

फोन: 011-27667863

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



NAAC A⁺ (3.36) & NIRF 26th Rank
A Star Status by GOI.

Daulat Ram College
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,
DELHI-110007

PHONE : 011-27667863

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Website : www.dr.du.ac.in

DRC/252/2023/1770

27/02/2023

NOTICE INVITING QUOTATION

NAME OF WORK : PRINTING OF COLLEGE ANNUAL REPORT OF THE YEAR 2022-23.

Quotations are invited by the principal, Daulat Ram College from the reputed/experienced Printers for the Printing of College Annual Report academic year 2022-23, details is given below:

SL. NO.	Name of Item	No. of Copies	No. of Pages	Description of Material
1	Annual Report (2022-23) (English)	250 copies	150-160	Cover Pages- 4 colored printing in 300 GSM art paper with mat lamination. Inner Pages- 100 GSM art paper 4 color print. Binding- perfect binding size (in inches)- 8.5X11
2	Annual Report (2022-23) (Hindi)	50 copies	160-170	As above

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 Annual Report 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 Annual Report 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

4. 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 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.
5. 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 Annual Report both format & open files with fonts (mentioning the version of the software used), on DVD or pen drive.
6. 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 envelop, latest by 3:00 pm dated 06/03/2023 personally or through courier to the Administration office, Daulat Ram College.
7. 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.
8. The quantity mentioned above may be increased or decreased at the time of order as per actual requirement.
9. Payment will be made only after the successful completion of the job and after receipt of the materials in good condition.
10. The process of printing work will be discontinues at any stage without assigning any reason by the undersigned.

Clarifications: For more detail for items please contact the (S.O.Admn) between 3:00pm to 5:00pm during working day , at least three days (02) before closing date of the quotations.


(Prof. Savita Roy)
Principal

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