

लक्ष्मीबाई महाविद्यालय LAKSHMIBAI COLLEGE
(दिल्ली विश्वविद्यालय University of Delhi)

अशोक विहार Ashok Vihar-III
दिल्ली Delhi-110052

कार्यालय Office : 011-27308598, 27304076 टेलीफैक्स Telefax : 27304076

Ref No.

Dated:-04-03-2021

NOTICE

Sealed quotations are invited for printing of the following items:-

Sl. No.	Description of Material	Quantity	Rate per Magazine	GST	Total Cost per Magazine (inclusive of all taxes)
1.	Printing and supply of College Magazine "Jyoti" (300 GSM imported Art card Back & Front Cover page extra) 24 Pages Coloured (100 GSM imported Art Paper) Inner Pages 90 approx. Black and white (90 GSM) Extra page (rate per page)- 1. Coloured Page 2. Black and White Page (Size, Quality, Quantity and Printing strictly as per sample)	1500 Nos.			
2.	Printing and supply of Annual Report (cover page 300 GSM and inner page 170 GSM imported Art Paper) Inner Page 30 approx. (Size, Quality, Quantity and Printing strictly as per sample) Extra page (rate per page)- 1. Black and white Page	125 Nos.			

Sample for the above items are kept in the College office for inspection on all working days. The rates should reach the college latest by 11.03.2021 till 2.00 P.M. The same will be opened on 12.03.2021 at 12.00 noon. The vender or their representative may be present in the meeting.

Note:-

1. The vendors must attach the specimen of each type of pages with description i.e thickness of paper, quality of paper with the tender.
2. The envelope must contain words "**Quotation for College Magazine and Annual Report 2021**" and details of vendor (Company Name, Address and Contact details).
3. Rates should be inclusive of cartage charges.
4. The rate of GST should be clearly mentioned.
5. The vendors are requested to kindly submit an earnest money of Rs.10,000/- alongwith tender document in the form of Demand Draft in favour of "Principal, Lakshmibai College" payable at New Delhi which will be refunded after the completion of satisfactory work.
6. The number of Coloured and Black & White page(s) may be increased or decreased.
7. PAN No. must be quoted as per Govt. Policy.
8. If at any stage, it is found that the material used to print the college magazine is not according to the sample shown by you or as per the direction of the Magazine Committee/The Principal, a fine may be imposed on the firm i.e 50% EMD forfeited and/or payment may be withhold 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 it can be taken back on its own expenses. The decision of the Principal/Magazine Committee in this regard shall be binding on the firm, depending upon the circumstances.
9. The Principal reserves the right to reject some or all the tenders, without assigning any reason thereof.


PRINCIPAL


Copy to:-

1. Dr. Meenu Khaneja, Convener, College Magazine
2. Dr Neeta Bareja, Convener, College Magazine