



Satyawati College

सत्यवती कॉलेज

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SC/Admn/2016

Dated: 31.05.2016

Notice inviting Quotations for Printing and Supply of College Admission Prospectus (2016-17)

College invites quotation for printing and supply of Admission Prospectus as per the following description:

S.No.	Description of Material	Quantity
1	Printing and Supply of College Admission Prospectus 2016-17 Size: 8.5"X11" (finished), approx. 40-44 pages including title page and inner papers at least 130 gsm art papers. Title Cover page: 300 gsm with matt lamination, Prospectus in 4 color printing, offset printing (please specify machine). Binding-Perfect Binding Sample of paper and print of previous work in any DU College/Department to be enclosed. (Sample of prospectus of previous years is available in the College)	2000 Ns.
2	Rates to be quoted for per page beyond 40 pages separately	

Please send you quotation in sealed cover so as to reach this office on or before 07.06.2016 up to 1.00 P.M. While submitting quotations you should keep the following in mind.

1. Each quotation is to be sent in a cover which should be SEALED, and super scribed on or before "Quotations for Printing of College Admission Prospectus (2016-17)".
2. Your rates should be inclusive of cartage charges.
3. Your rates should hold good at least for a period of 180 days from the date of opening of quotation.
4. The rates of VAT/Service Tax whichever applicable should be clearly indicated.
5. T.D.S. as applicable shall be deducted as per norms. Please submit copy of PAN Card (self-attested).
6. The printed prospectus is to be supplied by 15th June 2016 along with soft copy.
7. Rates to be quoted for per copy.
8. The quantity may be increase or decrease at the time of execution.

Manjula Datta
Officiating Principal

Convener, Admission Committee