

P.G.D.A.V. College (Eve.)
(University of Delhi)
Nehru Nagar, New Delhi - 110065

Date: 18.06.2018

Sealed quotations are invited on short-notice for printing and supply of college Magazine "NEELAMBARA" for 2018

The college intends to invite sealed quotations on short-notice for printing of following items from the eligible vendors:-

Sl.No.	Description of Material	Quantity
1.	Printing and supply of the College Magazine 160 pp in 4-colour on 130 gsm imported art paper (including both text & photo pages) Cover: 4 Pages on 300 gsm imported Art Card (4 Colour) Printing Method: Offset with CTP Trim Area of Magazine: 8.25 inch X 10.75 inch (23 X 36/8)	2000 Nos.

While quoting the rates, vendors are required to comply with the following and quote the rates accordingly:

1. The vendors must submit the sample & similar jobs undertaken by them alongwith their quotation. They are also requested to inspect sample of the college magazine kept in the office on any working day from 3:00 p.m. to 7:00 p.m. **The vendor is required to provide the sample of art paper and art card alongwith the quotation.**
2. The vendors must mention separately cost of extra pages for a forme of 4/8 pages.
3. Please note that taxes, if any, must be quoted separately.
4. TIN/TAN/PAN No. / GST No. as applicable must be quoted as per Govt. Policy.
5. The successful vendor would be responsible to get the approval of Final proofs (in colour) of the entire magazine by the Magazine Committee.
6. No cartage or any other charges shall be paid to the vendor under anyr conditions.

7. *If at any stage, it is found that the material used to print the college magazine is not according to the sample shown to us or as per direction of the Magazine Committee/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 on its own expenses. The decision of the Principal/Magazine Committee in this regard shall be binding on the firm, depending upon the circumstances.*
8. *The Principal reserves the right to reject some or all the quotations without assigning any reason thereof.*
9. **The vendor should have their own in-house composing, designing and printing facility.**
10. *The work involves getting handwritten manuscript (Hindi, Sanskrit and English) typed and processing of softcopy/e-mailed matter which have been edited by magazine committee of the college and transferring them onto proofs which have to be shown/vetted by the Magazine Committee before printing. As many proof setting of such matter is to be done as may be required for corrections. Further colored prints of photographs, cover (outer and inner) cartoons, fillers etc should be done likewise. Such editing/correction of proofs as are necessary should be undertaken by the vendor. The number of pages may fluctuate at the time of composing. The final proofs free of any errors should be printed after clear/express approval of magazine committee is taken in this regard. **Cover designing and attractive layout of the coloured pages would also be the responsibility of the vendor.***
11. *The Printed Magazine would have to be delivered within seven days at college library after final approval for printing of magazine is given, together with the softcopy of the magazine both in PDF format & Open files with fonts (clearly mentioning the version of the software used), on DVD or pen drive.*
12. **Sealed Quotation superscribed with “Quotation for printing of college magazine” must reach the office of the college within ten days from date of this advertisement.**

(Dr. R.K. Gupta)
Principal