

SHYAMA PRASAD MUKHERJI COLLEGE,
(UNIVERSITY OF DELHI)
PUNJABI BAGH (WEST), NEW DELHI – 110026

06-09-2017

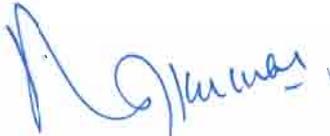
SPM/2017/913

QUOTATION NOTICE

SPM College invites sealed quotations for the following item :

1. Printing of Annual Report of the college

Detailed specifications and terms & conditions can be seen on the college website i.e. <http://spm.du.ac.in>. Last date of submission of quotation is 27-09-2017. The college has the right to accept or reject any or all of the quotations in part or full without assigning any reasons thereof.


PRINCIPAL (OFFICIATING)
Off. Principal
S.P.M. COLLEGE
Punjabi Bagh West
New Delhi-110026

**SHYAMA PRASAD MUKHERJI COLLEGE,
(UNIVERSITY OF DELHI)
PUNJABI BAGH (WEST), NEW DELHI – 110026**

Subject : quotation for the printing of Annual Report for the academic session 2017-18

Sealed quotations are invited for the printing of Annual Report for the academic session 2017-18. The terms & conditions and details along with the specifications is mentioned below :

It is requested that the following conditions should be carefully observed in every detail while submitting the quotations, otherwise the tender may not be considered.

1. The quotation should be sent under sealed cover addressed to the Principal, Shyama Prasad Mukherji College, Punjabi Bagh (West), New Delhi – 110026.
2. **The last date for submission of quotation is 27th September 2017**
3. The quoted price should be inclusive of all taxes, cartage and other charges.
4. **The firm is required to quote the rate alongwith the earnest money in the form of a demand draft in favour of Principal, Shyama Prasad Mukherji College should be deposited along with the bid. Name, address, and telephone number of the bidder should be clearly written on the backside of the Demand Draft. EMD of the successful bidder/firms will be retained by the college till the contract time, while that of the unsuccessful firms will be returned back within one week of opening of tender.**
5. The firm should possess compatible softwares such as InDesign, Corel Draw etc as required.
6. The quoted rates shall be valid for one year from the date of opening of the bids it could be further extended by the college based on satisfactory performance and mutual agreement.
7. The Printer shall print the matter on the paper specified. In case the printer uses the inferior quality of paper, the college can get it tested in mill / gov. lab and a penalty on the total shall be imposed by the authority as deemed fit on the press and disqualification for future empanelment with the college.
8. A penalty of 5% per day subject to a maximum of 20% on the proportionate amount of the bill, on account of delayed supply of the material will be imposed in case the supply is not made with in the stipulated period and thereafter the college can terminate the contract.
9. In case of any deviation from the quotation specification or any misconduct, the firm will be held responsible and may loose the earnest money deposit with additional penalty imposed.
10. No quotation will be considered after the due date under any circumstances.
11. While sending bids, the firm / company shall ensure that the terms and conditions mentioned in the document against which the quotation is being given are acceptable to the vender / firm
12. The legal jurisdiction shall be the Delhi only.
13. Principal, SPM College reserve the right to accept or reject wholly or partly the tender without assigning the reasons.
14. The quantity of items may increase or decrease subject to the requirement



15. The number of pages may increase or decrease subject to the requirement. The payment shall be made proportionately according to the number of pages.

Description	Annual Report
Size	11" X 8.5"
No. of copies	100
Total No. of pages including outer cover	68
Out of total, No. of single coloured pages	60 (130 gsm matt paper)
Out of total, no. of four coloured pages for photographs	4 (130 gsm, matt paper)
Outer cover	4 pages of four colour (250 gsm quality art card with lamination)
Earnest Money	5,000/-

DR. NITA N. KUMAR
PRINCIPAL (OFFICIATING)

Off. Principal
S.P.M. COLLEGE
Punjabi Bagh (W),
New Delhi-23