



सत्यवती महाविद्यालय
Satyawati College
(दिल्ली विश्वविद्यालय)
(University of Delhi)



वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

NAAC ACCREDITED 'A+' GRADE

SC/ADMN/217/2023-24

Dated: 23.06.2023

TENDER NOTICE FOR PRINTING OF COLLEGE PROSPECTUS: 2023-24

Quotations on the basis of cost per copy inclusive of designing and cartage charges are invited under sealed cover for the printing of college prospectus, as per details mentioned below:

GENERAL AND SPECIFIC DETAILS ABOUT PROSPECTUS

1. The college prospectus will comprise of approx. 100 pages (size 8.5 inches x 11 inches) including text, photographs and cover pages. Number of pages if changes, rates will be applicable on pro-rate basis.
2. Initially 500 copies are to be printed. Separate perforated admission form and undertaking form is to be attached with the prospectus. The quantity may be increase or decrease at the time of execution.
3. **The prospectus will be bilingual (English and Hindi).**
4. The matter and photographs will be printed in multi-color on 170 GSM paper 9 with mat finish) with four cover pages on 300 GSM paper with lamination.
5. Specimen copy of last year's prospectus and Admission form is kept in the office for inspection on all working days from 10:00 am to 4:00 pm.
6. The printing must be of high quality and is to be done within 5 days from the issue of order in this regard by the college authorities.
7. The Prospectus should have quality saddle stitch binding.
8. Taxes applicable should be separately indicated.
9. T.D.S. as applicable shall be deducted as per norms.
10. A deposit of Rs.5,000/- will have to made in favour of The Principal, Satyawati College payable at New Delhi by the printer immediately after the approval of tender/quotations, which will be refunded after the completion of satisfactory work.
11. If at any stage, it is found that the material used to print the college prospectus of the final product is not according to the specification, 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 at its own expenses. The decision of the Principal in this regard shall be binding on the firm.

Preference will be given to the printer who has experience of printing Delhi University colleges/educational institutions prospectus.

The detail of above proposal may be submitted in two parts viz. **“Part-A – Technical Proposal”** (mentioning experience of work, PAN, GSTN number, sample copy of college or educational institution magazine/prospectus previously printed and any other information which you want to submit.


“Part-B – Financial Proposal” (mentioning cost per copy inclusive of cartage charges and general details.) Each part should be sealed in a separate envelope and suitable super scribed.

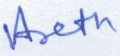
The two sealed envelopes should be put in the third envelope, sealed and super scribed. “Proposal for College Prospectus”, complete in all aspects should reach The Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052 **latest by 30.06.2023 up to 11:00 am.** Quotations will be opened **03.07.2023** at 03:00 pm.

Technical proposal will be approved considering the quality of printing, design, specifications and other quality considerations. Financial bid of those vendors will be opened whose technical bid is accepted.

Incomplete quotations will be summarily rejected. The college also reserves the right to reject any or all quotations without assigning any reason whatsoever in this regard.

Note: please mention your e-mail address and mobile number on the envelope.


Convener, Prospectus Committee


Acting Principal

Copy to:

1. College Website
2. Notice Board