



DR. BHIM RAO AMBEDKAR COLLEGE

(University of Delhi)

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Ref.No./BRAC/Accts./Quotation/2019-20/ 1069.1 to 12

Date: 29.01.2020

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------(List Enclosed)-----

------(College/DU Website)-----

------(Pub. Notice Board)-----

Sub:- Quotation for Typing and Printing of College Annual Report 2019-20.

Sir/Madam,

Sealed quotations are invited for the typing, printing and supply of approx. 100 copies of College Annual Report 2019-20. The specifications of the magazine are as follows:

Size of the Report	:	8 ½ inches X 11 Inches
Number of all pages	:	Approx. 46 pages
Cover Page (Jacket)	:	300 GSM art paper; 4-colour printing with lamination
Inside Photograph pages	:	06 pages; 170 GSM art paper; 4-colour printing
Content pages	:	Approx. 40 pages; 80 GSM white book paper; B/W printing.

You must enclose signed samples of all above mentioned paper types along with your last printed relevant material. It may be noted that i) the number of copies may go up; ii) there may be little variation in the number of content pages on either side; therefore your quotation must include price per extra page for all page categories beyond the above mentioned number.

Please include two envelopes; one envelope must give details of above points while the other must include the following details:

- (1) Company profile
- (2) Copy of TIN/PAN
- (3) GST/VAT/Sales Tax/Service Tax registration Number
- (3) Statement showing experience of similar work during the last three years (must attach a valid proof)

Both the above envelopes be put in a bigger envelope with a mark 'Sealed Quotation for College Annual Report 2019-20', and should reach the college by 10.02.2020 upto 3pm. Bids received after the specified date and time shall not be considered.

The College reserves the right to (i) shortlist parties after examining the product for their technical specification for standardisation; ii) exclude the party from any consideration if the documents/information is not provided as required or incomplete or lacking, or the college has sufficient ground that it can go against the college interests at any stage; (iii) take the appropriate steps/action as warranted from time to time if not satisfied with the work and delivery of services as per rules in the interest of the college; and (iv) discontinue/terminate the process at any stage without being liable to any one and assigning any reason.

The complete details are also available on the college website and public notice boards.

With regards,

Consultant

[Signature]

S.O.A/c's

[Signature]

S.O. Admn.

[Signature]

Convener

[Signature]

(Annual Report Committee)

Principal

[Signature]
29.01.2020

[Signature]

[Signature]