



# DR. BHIM RAO AMBEDKAR COLLEGE (University of Delhi)

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DrBRAC DU



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Ref. No.: BRAC/Accts./Quotation/2021-22/

Date: 25-08-2021

## NOTICE

Sub:- Quotation for Typing of College Magazine 'CHETNA- 2019-21'.

Sir/Madam,

Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) are invited for the typing and preparation of PDF copy (E-Magazine) of College magazine 'Chetna-2019-21'. The specifications of the magazine are as follows:

Size of the Magazine	: 8 ½ inches X 11 Inches
Number of pages	: Approx. 80 pages
Cover & back Page	: Design
Inside Photograph pages	: Approx. 20 pages
Content pages	: Approx. 60 pages

You must enclose signed samples. It may be noted that 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.

Firms should not have been blacklisted by any Ministries/institution/agency etc. Rates/Prices should be valid for at least one year after the date of opening quotation. Taxes as applicable should be mentioned separately. Any effort by the bidder to influence the purchaser in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of his bid. A valid proof of experience of similar work during the last three years must be attached.

Both the Technical and Financial bids are to be separately sealed and put in a duly sealed bigger envelope with a mark 'Quotation for Typing and preparation of PDF (E-magazine) of College Magazine Chetna -2019-21' and should reach the college by 06.09.2021 up to 3:00 p.m. Bids received after the specified date and time shall not be considered. Technical Bids will be opened on 08.09.2021 at 11:30 a.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened on the same day at 12:30 p.m. only of those bidders, who are qualified in Technical Bid.

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 decision of the Competent Authority whatsoever will be final and binding and shall be put up on the college website and public notice board accordingly.

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

With regards,

A.O./Consultant

27/8/2021

S.O. A/c's

27/8/21

S.O. Admn.

Principal

27.08.21

Convener  
(Magazine Committee)

27.8.2021

Plz. upload on website  
27/8/2021