

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

SPMC/2019/175

DATE : 01-05-2019

**NOTICE INVITING QUOTATIONS**

Shyama Prasad Mukherji College invites sealed quotations for the Printing, designing, compiling and publishing of following items :

1. 2000 copies of Prospectus.
2. 300 copies of Attendance Register

The detailed notice alongwith terms & conditions and specifications can be seen on the college website <http://spm.du.ac.in>. The last date for submission of quotation is Tuesday, the 14<sup>th</sup> May 2019.

*Sadhu*  
PRINCIPAL (OFFICIATING)

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

**Subject : Tender for the printing work for the academic session 2019-20**

Sealed tenders are invited for the printing, designing, compiling and publishing work for the Academic Session 2019-20. The terms & conditions and details along with the specifications is mentioned below :

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

1. The tender 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 tender is Tuesday, the 14<sup>th</sup> May 2019**
3. The tenderer may apply for one or all works separately quoting the name of the work on the envelop.
4. The quoted price should be inclusive of GST, cartage and other charges.
5. **The tenderer is required to quote the rate of each work separately alongwith the respective 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.**
6. Tenders submitted without EMD for whatever reasons will be rejected / disqualified.
7. **If the tenderer submitted all the bids in one envelop they will be rejected / disqualified.**
8. The college has the liberty to give full or part order to the successful bidder.
9. The firm should possess compatible software such as InDesign, Corel Draw etc as required.
10. Final Proof of printing matter, designing, compilation will be done at SPM College campus. The printer will be required to bring the laptop and compatible software for such works.
11. The printer will be required to submit the final draft of the printing matter to the college in compact disc (CD) prior to printing of final matter.
12. The rates quoted will 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.
13. 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.
14. 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.
15. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may loose the earnest money deposit with additional penalty imposed.

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16. No tenders will be considered after the due date under any circumstances.
17. While sending bids, the firm / company shall ensure that the terms and conditions mentioned in the tender document against which the tender is being given are acceptable to the vendor / firm.
18. The legal jurisdiction shall be the Delhi only.
19. Principal, SPM College reserve the right to accept or reject wholly or partly the tender without assigning the reasons.
20. The quantity of items may increase or decrease subject to the requirement
21. 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	Prospectus	Attendance Register
Size	11" X 8.5"	11" X 8.5"
No. of copies	2000	300
Total No. of pages including outer cover	106	92-94
Out of total, No. of single coloured pages	Hindi : 28 English : 46  (130 gsm, matt paper)	88-90  (95 gsm mepletho paper)  (80-82 pages perforated and 8 pages non perforated)
Out of total, no. of four coloured pages for photographs	28	0
Outer cover	4 pages of four colour (250 gsm quality art card with lamination )	4 pages of four colour (130 gsm quality art card with plastic cover)
Earnest Money	10,000/-	5,000/-

*Sadhna*  
Dr. Sadhna Sharma  
Principal (Acting)