



# दीन दयाल उपाध्याय कॉलेज DEEN DAYAL UPADHYAYA COLLEGE

NAAC Accredited Institution-'B' grade (CGPA=2.63)

(दिल्ली विश्वविद्यालय) (UNIVERSITY OF DELHI)

सेक्टर- 3, टारका, Sector-3, Dwarka, नई दिल्ली New Delhi – 110078

दूरभाष/TEL. 011-25099380, 25099381, फैक्स/FAX-011-25099389, Website: www.dducollegedu.ac.in



Ref : DDUc/Magazine/2016-17/ 1634-1645

Dated : 23<sup>rd</sup> Jan.2017

M/s \_\_\_\_\_

Sub : Quotation for printing of 3000 copies of College Magazine 2016-2017

Dear Sir,

Quotations for printing of 3000 copies of the College Magazine in a Two Bid System – **Technical Bid and Commercial Bid** are invited from reputed printers having in-house composing and printing facility.

Bidders should submit the **Technical and Commercial Bids in separate sealed envelopes**. Both the envelopes must be enclosed in a single big sealed envelope superscribed "**Quotation for College Magazine 2016-17**". and should have the complete address with telephone number of the bidder. The quotation should reach the college and submitted with the Section Officer (Administration) on or before Friday, the 03<sup>rd</sup> Feb. 2017 by 4.00 p.m. The quotation will be opened on Monday, the 06<sup>th</sup> Feb. 2017 at 12.00 noon

Duly filled and signed Technical Bid as per the details given below in the attached format (Annexure I) should be submitted.

#### Technical Details:

1. Ready Size (after cutting) : 8.5" x 10.75"
2. Area of Printed matter : 7.5" x 9.75"
3. Approx. No. of Printed Pages:
  - a. Cover Pages : 04 Pages
  - b. Total Inside pages : 80 Pages
4. Front and Back Cover pages in 7 colour with Silver/Golden UV/ Foiling Work
5. All 80 pages in four colour
6. Cover Page : Art Card Sinarmass, 300 GSM Matt with lamination.
7. Inner pages : 130 GSM Matt, Indian Art Paper
8. Colour, layout and design for all the pages
9. Binding-Saddle Stitch.
10. One copy of HTML version of all the 84 pages for web printing
11. Indicate the additional cost in multiples of 4 pages in case of extra pages
12. Taxes, if any, should be mentioned separately.

Further, you are requested to submit the **Earnest Money Deposit (EMD) amounting to Rs.5,000/-** in the form of Pay Order/DD in favour of "**The Principal, Deen Dayal Upadhyaya College**" along with the technical bid.

In order to facilitate payment through **RTGS transfer**, the required bank details as per the attached format (Annexure II) should also be submitted along with the technical bid.

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**ENVELOPE I (Technical Bid):** The Technical Bid should be complete in all respects and should contain all information asked for, **except prices**. The Technical Bid should include all details, specifications, samples and enclosures (Annexure I and II). The Pay Order/ DD towards EMD should be submitted in the envelope containing **Technical Bid**.

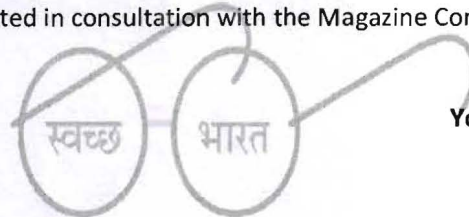
**ENVELOPE II (Commercial Bid):** The Commercial Bid should give all relevant price information. The Commercial Bid must not contradict the technical Bid in any way.

The technical bids will be opened individually, and examined for short listing the bidders, and the commercial bids of only those bidders who technically qualify will be opened and compared.

### Terms & conditions:

1. Taxes, if any, should be mentioned separately.
2. The bidder should submit its best samples to highlight its composing as well as printing capabilities and facilities along with the technical bid.
3. The Magazine committee shall visit the printing press of the bidder before opening the financial bid to assess the in-house composing and printing facility of the printer. If in-house facility of the printer is not satisfactory, the College reserves the right to reject the respective Bid
4. Cost should include Typing, Designing, Page Making, Composing, Scanning & Planning, Processing, Perfect Binding, Lamination, Screen Printing, Delivery, etc.
5. At least, three proofs of text to be provided. The complete layout of the magazine with the photographs to be made available on the computer (before it is sent for final printing) along with the dummy.
6. The delivery of all 3000 copies should be made in the college premises within 15 days after the approval of the dummy.
7. Quotations which are not accompanied with Demand Draft/Pay Order for Rs.5,000/- will not be considered.
8. No interest will be paid on EMD under any circumstance.
9. Soft copy of final Magazine in the form of HTML version for web hosting should be provided in a CD at the time of delivery of the Magazine.
10. Incomplete quotation is liable to be rejected.
11. Failure to execute the order will result in forfeiture of the EMD.
12. The college has the right to accept or reject any of the quotations.
13. Payment will be made through RTGS transfer
14. The college Magazine should be printed in consultation with the Magazine Committee of the College.

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Yours faithfully,

*Shay*  
PRINCIPAL

Encl : Annexure-I , II & III.



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## ANNEXURE I

BIDDERS SHOULD SUBMIT THE TECHNICAL BID ON THEIR COMPANIES LETTER  
HEAD

### PRINTING OF COLLEGE MAGAZINE FOR DEEN DAYAL UPADHYAYA COLLEGE

#### FORMAT FOR TECHNICAL BID

#### Technical Specifications for the Magazine

1. Quantity : 3000
2. Ready Size (after cutting) : 8.5" x 10.75"
3. Area of Printed matter : 7.5" x 9.75"
4. Approx. No. of Printed Pages:
  - a. Cover Pages : 04 Pages
  - b. Total Inside pages : 80 Pages
5. Front and Back Cover pages in 7 colour with silver/golden UV/ Foiling Work
6. All 80 pages in four colour
7. Cover Page : Art Card Sinarmass, 300 GSM Matt with lamination.
8. Inner pages : 130 GSM Matt, Indian Art Paper
9. Colour, layout and design for all the pages.
10. Binding-Saddle Stitch.
11. One copy of HTML version of all the 84 pages for web printing

A.	Name of the firm	
B.	Address	
C.	Name of the contact person	
D.	Telephone No.	
E.	PAN issued by Income Tax Department	
F.	TIN Number	
G.	Established since	
H.	Experience in printing of School/College Magazines (Specify Number of Years)	
I.	Does the Printer has complete in house facility for typing, composing, printing etc of Magazine as per specifications mentioned above Sl. No. 01-11	

Earnest money deposited vide DD/Pay Order/Banker's cheque No. \_\_\_\_\_ dt. \_\_\_\_\_ amounting to Rs.5,000/-.

Note: Other Terms and conditions are mentioned in the quotation letter

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Signature and seal of the vendor



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## ANNEXURE II

**FOR RTGS TRANSFER BIDDER SHOULD SUBMIT THEIR BANK ACCOUNT DETAILS  
ON THEIR COMPANIES LETTER HEAD AS PER THE FOLLOWING FORMAT**

*(TO BE SUBMITTED ALONG WITH THE TECHNICAL BID)*

**PRINTING OF COLLEGE MAGAZINE FOR DEEN DAYAL UPADHYAYA COLLEGE**

### Bank Account Details for RTGS Transfer:

1.	Beneficiary Name :	
2.	Beneficiary Address:	
3.	Bank Name :	
4.	Bank Address & Telephone No.	
5.	Bank Account Number :	
6.	Bank Account Type	
7.	IFSC Code :	
8.	MICR Code :	

**Note: Submit a cancelled cheque or a photocopy of the cheque alongwith this annexure.**

**Signature and seal of the vendor**



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## ANNEXURE III

**BIDDER SHOULD SUBMIT THE FINANCIAL BID ON THEIR COMPANIES LETTER HEAD  
PRINTING OF COLLEGE MAGAZINE FOR DEEN DAYAL UPADHYAYA COLLEGE**

### FORMAT FOR FINANCIAL BID

A.	Name of the firm	
B.	Address	
C.	Name of the contact person	
D.	Telephone No.	
E.	PAN issued by Income Tax Department	
F.	TIN Number	

Technical Specifications	Cost Per Copy (in Rs.)	Cost of 3000 Copies (in Rs.)
1. Ready Size (after cutting): 8.5"x 10.75" 2. Area of Printed matter : 7.5" x 9.75" 3. Approx. No. of Printed Pages: a. Cover Pages : 04 Pages b. Total Inside pages : 80 Pages 4. Front and Back Cover pages in 7 colour with silver/golden with UV/Foiling Work 5. All 80 pages in four colour 6. Cover Page : Art Card Sinarmass, 300 GSM Matt with lamination. 7. Inner pages : 130 GSM Matt, Indian Art Paper 8. Colour, layout and design for all the pages 9. Binding-Saddle Stitch. 10. One copy of HTML version of all the 84 pages for web printing		
<b>Cost after Tax</b>		
<b>Total</b>		

Additional cost in multiples of 4 pages in case of extra pages

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