

SHRI RAM COLLEGE OF COMMERCE
University of Delhi, Maurice Nagar, Delhi - 110 007
Website: www.srcc.edu Phone: 27667905, 27666519

June 29, 2022

SRCC/AD/109/2022


NOTICE FOR INVITING QUOTATIONS FOR PRINTING JOB- WORK

Sealed quotations are invited as per attached Specifications for printing of College Journal "Strides" - Issue 1 and Issue 2.

Quotation(s) for the print Job Work should be submitted latest by **15.07.2022 (Friday)** in person or by post to reach Shri Ram College of Commerce (SRCC) on or before the last date. SRCC reserves right to reject quotations received after the last date at its discretion.

Conditions:

1. Printing material/texts, in English language will be provided in Soft form (word document/PDF, etc.) by the SRCC.
2. Printing material/texts in Hindi language will be provided hand written by the SRCC.
3. The Printing material shall include photographs, artwork, diagrams and other similar material.
4. The Printer will be responsible for page settings and creative designing as per requirement of the SRCC.
5. The Printer will be responsible for ensuring that print material is finalized within maximum three proofs.
6. The rate should be quoted at the rate of Per Copy (at unit price) for desired number of copies (exclusive of taxes). Taxes shall be applicable as per Law.
7. SRCC will provide a specimen copy to the bidders which should be treated as a prototype/ model copy for quality assurance and the form in which new print material is at least expected. The same should be returned within a week to the SRCC.
8. Delivering complete order of print material shall be the responsibility of the Printer at it's costs at SRCC Premises.
9. In case the number of pages or quantity increases the payment shall be made on pro-rata basis as per quoted rates.
10. Work order will be awarded print item-wise (print material-wise) to the lowest bidder of the individual print item.
11. In case of any ambiguity, disagreement or dispute arising in quotations, work order, designing, proofing, printing process, or fulfillment of Print Order the decision of the Principal, SRCC shall be final and binding on parties. SRCC reserves the right to take appropriate steps in case the desired quality is compromised or there is any lapse by the Printer in fulfilling the Print Order and not to place Print Order to any of/ the party even after receiving the bids.


Principal

JOURNAL "STRIDES"
Requirements from Printer
(2021-22)

No. of Volumes	Two Separate Issues (Issue 1 & 2)
No. of Copies	300 of each issue
Size	As per Sample (copy of previous issue)
Language of the Print Material	
Approx No. of Pages	140
GSM of Inside Pages	As per Sample (copy of previous issue)
Cover Page (Outside Page)	
Cover Page (Inside Page)	
Binding	Perfect Bound
Fonts	12 Times New Roman
Line Spacing	Single
Character Spacing	Normal
Paragraph Spacing	Single Line
Pictures, Graph and charts	Coloured
UV Coating	On front and back cover pages
Soft Copies of Each Paper and Cover Page	In high resolution

Kindly find our rate for the same following:

S.No.	Particulars	Quantity
1.	JOURNAL "STRIDES" - ISSUE 1	300 copies with 140 Inside pages
2.	JOURNAL "STRIDES" - ISSUE 2	300 copies with 140 Inside pages

