



MAHARAJA AGRASEN COLLEGE

University of Delhi
VASUNDHARA ENCLAVE, DELHI-110096

NOTICE

Sealed quotations are invited for the printing of **College Prospectus** as per the specifications given below:-

- | | | |
|------------------------------|---|----------------------------------|
| 1. Number of Copies | - | 1200 |
| 2. Size of Paper | - | A4 |
| 3. Number of outer pages | - | 4 |
| 4. Paper for the cover page | - | 300 GSM Glossy |
| 5. Paper for the inner pages | - | 96 pages of 120 GSM (matt paper) |
| 6. Printing | - | 4 Colour |
| 7. Binding | - | Perfect Binding |
| 8. Language | - | Hindi & English |
| 9. Lamination | - | Thermal Gloss/Matt |

Vendors are required to send their quotations in 2 separate envelops marked as "Technical Bid" and "Financial Bid". The Technical Bid should contain the following details:-

1. Company Profile
2. Proof of TIN No./PAN No./Service Tax (if applicable).
3. Balance Sheet of company for last 3 years (2014-15, 2015-16 & 2016-17). Minimum turnover of the company must be above Rs. 1 Crore during the last 3 years only then they shall be technically qualified for the tender.
4. Must have experience of Printing similar type of work during the last 3 years (please attach proof).
5. EMD of Rs. 20,000/- in favour of Principal, Maharaja Agrasen College payable at Delhi only.
6. The printer/vendor supplying the goods/material should be registered with the Delhi VAT Department and carry a valid Tax Identification Number (TIN) issued by it and delivery of goods/material should also be made from Delhi against a sale invoice issued from Delhi.

Financial Bid

	In Rs.
Cost per Copy including designing, cartage, etc.	
Taxes as applicable	
Total	

Both the envelopes should be sealed and placed in a larger sealed envelope and marked as **“Quotation for College Prospectus”**.

The financial bid shall be opened only if the Technical Bid is found satisfactory by the relevant committee. The quotations complete in all respects should reach the college by **01.06.2017**.

Terms & Conditions:-

1. College reserves the right to accept or reject any tender without citing any reason.
2. The finished goods should be strictly as per the specification. In case of any deviation, the college has the right to reject the goods. No claim will be entertained in this regard.
3. The college reserves the right to reduce or increase the quantity of items at any time.
4. No advance will be paid against the order placed by this office. Payment will be made after supply of items duly verified as per the college norms and on receipt of bills in duplicate.
5. The rates quoted by the tenderer should be valid for the Financial Year-2017-18.
6. All Corrigendum will only be notified on the college website mac.du.ac.in.



Dr. Sunil Sondhi
Principal

PRINCIPAL
MAHARAJA AGRASEN COLLEGE
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Delhi - 110 096