



# KAMALA NEHRU COLLEGE

(University of Delhi)

NAAC Accredited with 'A' Grade

August Kranti Marg, New Delhi-110049

Tel. : 011-26494881, Telefax : 011-26495964

e-mail : kamla.nehru\_du@hotmail.com

KNC/2018/

May 08, 2018

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

\_\_\_\_\_  
New Delhi

## **Sub. :- Quotation for Printing of College Prospectus.**

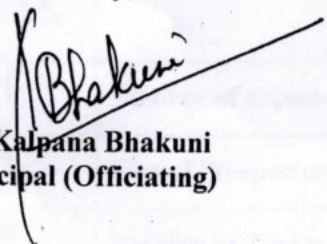
Sirs/madam,

Sealed quotations are invited from licensed, registered and experienced Companies/Agencies for printing of College Prospectus in bilingual (Hindi & English), for academic session 2018-19, as per descriptions given hereunder with offset process:-

<b><u>SN.</u></b>	<b><u>Description of Prospectus/Information Bulletin</u></b>	
1.	Number of copies of prospectus	300 Nos.
a	Size of Prospectus	8.5" x 11" (Portrait)
b	Number of Text pages	Approx. 110 (All colour –Inclusive of cover)
c	Paper to be used for prospectus	For Text – 120 gsm Art Paper For Cover – 300 gsm Art Paper
2.	In case there is an increase/decrease (+) in the pages, the cost of each page (unit price) will be adjusted accordingly.	
3.	The sample of paper must be enclosed with the quotation. The quotation without sample paper will not be considered.	
4.	The sample of stated items can be seen in the college office from Monday to Friday between 10.00 am to 3.00 pm on any working day. The matter for printing will be given alongwith the order.	
5.	The Prospectus must be completed in all respects and should be delivered in the college latest by 15 <sup>th</sup> June, 2018.	
6.	The Prospectus should be done in perfect binding.	
7.	The party will be required to show at least 3 proofs, till the satisfaction of authority.	
8.	The order is likely to be placed in the first week of June, 2018.	
9.	Payment will be made on the production of invoice after the satisfactory execution of the order. Income Tax will be deducted as per G.O.I Rules. The Company must be registered with GST.	

Please submit the quotation in a separate sealed envelopes through **Registered/Speed Post/Courier only**, (by hand will not be accepted) and send to this office, addressed to the Principal, Kamala Nehru College, August Kranti Marg, New Delhi-110049, with full address and written on the top of the envelope, **"QUOTATION FOR PRINTING OF COLLEGE PROSPECTUS"**. The amount must be mentioned in words & figures both and the quotation in a sealed enveloped received in this office latest by 29.05.2018 upto 4 p.m. The College reserves the right to reject/accept any or all quotation without assigning any reason thereof. Please quote as per specifications only, no quotation will be accepted/entertained, if it is not as per college specifications.

Yours sincerely,

  
**Dr. Kalpana Bhakuni**  
**Principal (Officiating)**