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# MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,  
CHANAKYAPURI,  
NEW DELHI-110021

Ref.No. MT/2020/ 1828-A

Dated:- 06.03.2020

Dear Sirs,

Sealed quotations are invited by the College to print the College Magazine, as detailed below:-

<u>S.No.</u>	<u>Name of the items</u>	<u>Description of items</u>	<u>Qty.</u>
1	College Magazine	Consisting of 132 coloured pages, text plus photographs. Cover page and back page extra. For size and quality of papers, please see the sample.	2000

Earnest Money Deposit of Rs. 7500/- (Seven Thousand Five Hundred Only) in the form of Bank Draft from Nationalized Bank in favour of Principal Maitreyi College. Bidders are required to mention the details of EMD in the quotation letter.

**Important:-** In case of increase or decrease in the number of text pages, quote the rate separately.

Vendors are requested to please inspect the sample for assessing the size, and quality of paper before quoting the rates for the above items. Please note that GST and Cartage, if any, must be quoted separately.

Please also note that before final Printing, sample must be got approved by the College Authority. The other terms and condition is given below:-



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1. All the vendors are informed that you will be given a time limit of 3 months from the date of receipt of award letter for completing the order failing which the Committee may impose a penalty of Rs. 100/- per day.
2. The vendors should be able to deal with all the section of magazine viz. English, Hindi, Sanskrit & Punjabi.
3. The quality of paper, printing and lamination of cover page should be done by the vendor and get approval from the Committee at the final stage.
4. The vendor is required to sit in person with Committee member for all the correction.
5. The vendor should give hard copy of all the correction preferably.

However, if it is found that the material used to print the above item is of sub-standard quality or the final product is not according to sample shown by the College, the Principal/ Committee may impose a fine and /or the payment may be withheld fully or partly and /or the order will be treated as cancelled. In that case the firm is required to take back the rejected material on its own expenses. The decision of the Principal / Committee in this regard shall be final and binding on the firm, depending upon the circumstances. The Principal reserves the right to reject some or all the quotations, without assigning any reasons, thereof.

Mentioning of GST/TIN/PAN is mandatory, as per the Govt. policy.

The sealed quotations must reach the College on or before 27.03.2020

Yours faithfully,

(Dr. Haritma Chopra)

Offg. Principal