



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110 007  
Website: www.srcc.edu Phone: 27667905, 27666519

SRCC/AD/109/2022

July 22, 2022

## NOTICE FOR INVITING QUOTATIONS FOR PRINTING JOB- WORK

Sealed quotations are invited as per the sample for printing of Attendance Register.

Quotation(s) for the print Job Work should be submitted latest by **04.08.2022** **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

Shri Ram College of Commerce  
PRINCIPAL  
(University of Delhi)  
Maurice Nagar, Delhi-110 007

Specifications	Quantity
Attendance Register (size 13.00''x8.50'') containing 134 pages printed in single colour on white and ledger paper and 4 pages of cover printed in 4 color on art card duly laminated UV and perfect bound alongwith transparent plastic cover.	225

