



# SHRI RAM COLLEGE OF COMMERCE

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SRCC/AD/109/2021

February 22, 2022

## NOTICE FOR INVITING QUOTATIONS FOR PRINTING JOB- WORK

Sealed quotations are invited for the printing of College Journal Business Analyst.

Quotation(s) for the print Job Work should be submitted latest by **08.03.2022** 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  


**JOURNAL (BUSINESS ANALYST) – Issue July – Dec. 2021**

|                                |   |
|--------------------------------|---|
| No. of Copies                  | 100   |
| Size                           | 18.5 cms X 24.5cms  |
| Language of the Print Material | English   |
| Minimum No. of Pages           | 124*  |
| Inside Pages                   | White Paper as per sample, Printing in one colour (Black)   |
| Cover Page (Outside Page)      | Paper: As per sample<br>GSM: 300 GSM<br>Printing: Printing in Four Colour<br>Lamination: Lamination (As per sample) |
| Cover Page (Inside Page)       | Paper: As per sample<br>GSM:300 GSM<br>Printing: Printing in Four Colour  |
| Binding                        | Perfect Bound   |

\* 124 pages per copy is based on A-4 size pages with Font 'Times New Roman', Double-Spaced and Font size '12'.

