



SHRI RAM COLLEGE OF COMMERCE  
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Website: www.srcc.edu

SRCC/AD-109/2021/

July 05, 2021

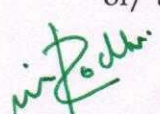
**NOTICE FOR INVITING QUOTATIONS FOR PRINTING JOB- WORK**


Sealed quotations are invited from the empanelled Printers as per attached Specifications for printing and supply of office stationery.

Quotation(s) for the print Job Work should be submitted latest by **16.07.2021 (02:00PM) 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. The Printer will be responsible for page settings and creative designing as per requirement of the SRCC.
2. The Printer will be responsible for ensuring that print material is finalized within maximum one proof.
3. The rate should be quoted at the rate of Per Copy (at unit price) for desired number of copies (**inclusive of taxes**). Taxes shall be applicable as per Law.
4. 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.
5. Delivering complete order of print material shall be the responsibility of the Printer at it's costs at SRCC Premises.
6. In case the number of quantity increases the payment shall be made on pro-rata basis as per quoted rates.
7. Work order will be awarded print item-wise (print material-wise) to the lowest bidder of the individual print item.
8. 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**  
**SPECIFICATION & QUANTITY OF PRINT MATERIAL FOR WHICH**  
**QUOTATIONS ARE INVITED**

S.No.	Items	Specification	Quantity
1	Letter Heads	Printing in Four Colour on A4 Size Bond Paper as per sample (30 Books of 100 Letter Heads)	3000
2	Office Files	Printing in one colour (Dark Blue) File, Size, Shape, Design, Tag, Paper Thickness and Colour as per sample	500
3	Window Envelopes	Printing in one colour (Dark Blue) on Window Envelopes of size 25cm X 11cm. Printing, Paper quality and thickness as per sample	2000
4	Without Window Envelopes	Printing in one colour (Dark Blue) on Without Window Envelopes of size 25cm X 11cm. Printing, Paper quality and thickness as per sample	2000
5	Khaki Envelopes	Printing in one colour (Black) on thick paper. Printing, Khaki envelopes with Flap as per sample.	1000

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