

**Subject: Inviting Sealed Quotations for *USAP Journal* (ISSN)**

**Sealed Quotations for “USAP Journal” with ISSN No. are invited in sealed covers, duly superscribed, for the supply of USAP Journal 2025–26, USAP, GGSIPU – East Campus, by 3:00 PM on 30th January 2026 at Room No. B- 215, Office of the Dean, USAP.**

Specifications of the Journal are as under:

1. Title: *USAP Journal (Academic)*
2. Page Size: 8.5" × 11"
3. Number of Pages: 115 Pages
4. Text: 4/4 colours, 130 GSM imported matt paper
5. Colours: (4 colours) Tentative design of the cover page and back page
6. Cover Page: 4/0 on 300 GSM Art Matt paper with lamination
7. Binding: Paper pack
8. Designing & Type Setting: To be done by the printer
9. Envelope Size: 9" × 12", 130 GSM paper, good quality
10. The assigned ISSN shall be printed on every issue of the journal, preferably at the right-hand top corner of the cover page, as per ISSN guidelines.
11. E-copy: The printer/publisher shall provide e-copy of the journal.

**General Guidelines**

1. Journals printed are to be supplied within 30 days after submission to the printer, failing which the purchase order shall stand automatically cancelled. Part supply will not be entertained.
2. Journals are to be supplied in good condition. Only original prints are to be supplied. No photocopy prints shall be acceptable.
3. The printed journals shall be in accordance with the price quoted in the financial bid and shall be made as per GGSIPU norms.
4. Supplied printed journals, if any found damaged / misprint / page missing at any stage, shall be replaced at the cost of the printer / publisher.
5. If there is any discrepancy or inability to process orders in time, the same shall be informed to the USAP Office, EDC, GGSIPU.
6. The printer/publisher shall be responsible for the correct usage and compliance of ISSN / e-ISSN. Any misuse of ISSN, including the use of names or logos of ISSN / NIScPR / CSIR on the journal or its website, shall not be permitted.



### Terms and Conditions

1. Quotations must be submitted in the enclosed prescribed pro forma on the letterhead of the firm, duly signed by an authorized representative.
2. Quotations received after the deadline and unsealed shall not be entertained.
3. Rates must be quoted in the specified format, including all taxes, freight charges, and insurance.
4. The rates quoted must be valid for a minimum of 45 days from the date of quotation opening.
5. The institution reserves the right to accept or reject any or all quotations without assigning any reason.

Enclosed herewith the technical and financial bid format and other required documents for inviting sealed quotations for USAP Journal 2025-26.

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**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID (Separate envelope, super scribed as technical bid)**

1. Copy of **Registration certificate** of the organization and office
2. Copy of **PAN card**
3. Copy of **GST Registration**
4. Copy of the **ITR of the last 3 years**

**FINANCIAL BID (Separate envelope, super scribed as financial bid)**

S.No.	Details	Rates Quoted
1	Composition of page with text, photographs, tables and figures	
2	E-copy	
3	Printing of four colour pages (115 pages)	
4	Binding	
5	Envelope	
6	Delivery	
TOTAL AMOUNT		

**DECLARATION / UNDERTAKING**

**(A)** Whether the Journal Printer / Publisher has agreed to all terms and conditions as mentioned above:

**YES / NO**

**(B)** Undertaking:

I/We, **M/s** \_\_\_\_\_ (Name of the Agency / Vendor / Supplier) hereby declare that the facts furnished by us are correct and I/we hereby agree upon all the library terms and conditions mentioned above.

**Signature and Seal of the Journal Publisher / Supplier / Agency**

*M/s*