



UNIVERSITY SCHOOL OF MANAGEMENT STUDIES
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SEC-16-C, DWARKA NEW DELHI 78

Date: 09.09.2016

**SPECIFICATIONS FOR RE-INVITING QUOTATIONS FOR PRINTING
OF PLACEMENT BROCHURE ACADEMIC YEAR 2016-17**

Quotations are re-invited for printing of Placement Brochure Academic Year 2016-17 as per following specifications:

- | | | | |
|-------|--------------------------|---|--|
| (i) | Page Size | - | 8.5"x 11" |
| (ii) | No. of Pages | - | 70-90 |
| (iii) | Cover & Back Page | - | 300 Gsm Imported Mattee,
4 Colour Printing |
| (iv) | Normal Pages | - | 170 Gsm, Art Paper, Four Colour Printing |
| (v) | Designing & Type Setting | - | To be done by the Printer |
| (vi) | Quantity | - | 300 Copies. |
| (vii) | Envelop Size | - | 9"x12" 170 Gsm Paper,
Quantity 300 Envelopes. |

TERMS & CONDITIONS:

- (i) The Printer should have experience of printing Placement Brochure and proof in the form of three samples of the Placement Brochures already printed to be submitted alongwith quotations.
- (ii) VAT registration from Govt. of NCT, Delhi needs to be attached.
- (iii) PAN copy to be provided
- (iv) The rights of accepting or rejecting any or all quotations without assigning any reason are reserved.
- (v) The quotations to be submitted in the form of two envelopes. On one **Technical Bid** to be written and on the another envelop **Financial Bid** to be written and both these envelopes can be put in another envelop at the time of submitting the same.
- (vi) The printer should also certify that they are having their own printing press in the own name of firm in which quotations are being submitted.
- (vii) Quotations must be submitted in the office of the Dean, USMS, Room No.D-206 & D-207, Block-D, Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 latest by 23.09.2016 by 5:00 P.M. No Quotations will be received thereafter.