



OFFICE OF INTERNATIONAL AFFAIRS
GGs INDRAPRASTHA UNIVERSITY
SEC-16-C-DWARKA, NEW DELHI 110078

Ref: GGSIPU/OIA/2014/ 360

Date: 13.11.2014

All Interested Printer

NOTICE INVITING QUOTATION

Sub: Limited Notice Inviting Quotation for printing of Information Bulletin, 500 copies and same number of self-adhesive envelopes (Self Covered) in English in Demy Quarto Size by Photo Offset Process

On behalf of Registrar, GGSIP University, sealed quotations are hereby invited in respect of printing of 500 copies of the Information Bulletin along with same number of envelopes as per the specification given below:

- (1) Cover Page 300 GSM and Text Paper Imported Art Card (Matt Finish) weighing GSM 200–
rates per leaf.
- (2) Size 8.5" × 11"
- (3) Quantity 500 Nos.
- (4) Text composing in English in 10/11pt font size – **rates per page.**
- (5) One piece planning of text – **rates per page per colour i.e. 4 colours**
- (6) Scanning of colour pictures (Drum Scanning only) – **rates per picture**
- (7) Scanning of B & W picture (Drum Scanning only) – **rates per picture**
- (8) PS Plate making charges (4 pages plates) – **rates per colour**
- (9) Printing of text per colour per thousand - **4 pages form**
- (10) Perfect Binding - **rates per copy**
- (11) Self adhesive Envelops – **per piece**

P.T.O

Terms & Conditions

1. Please quote on the top of the envelope our Ref. No. and Date.
2. *The accepted lowest rate will hold good for next six months for the forthcoming issue of Newsletter.*
3. The printer shall supply paper and the cost of which shall be separately mentioned in the bill. Paper wastage is inclusive in per leaf rates.
4. The rights of accepting or rejecting any or all quotations without assigning any reason is reserved by the university.
5. ***Quotation must reach in the office of the undersigned, shall be opened on 19.11.2014 at 4.00 pm in the office of the undersigned in the presence of interested bidders, if any.***
6. This Newsletter requires high quality of colour printing. The University requires printer to provide the high quality within the time and other conditions set by the school in this regard. Any lapse in this regard will lead to the cancellation of job and suitable penalty will be levied as deemed fit by the University.
7. ***The Printer should have his own Printing Press with a valid printing license.***
8. ***The Printer shall require furnishing a bid security of Rs. 5000/- by Demand Draft in favour of Registrar, GGSIPU which shall be refunded after satisfactory work performance of the Printer.***
9. All the decisions of the University in this regard shall be final and binding on you.
10. All the disputes are subject to the jurisdiction of Delhi only.
11. Note: The rate quoted should be net in figure & words, inclusive of taxes and cartridge as applicable.


(Anu Singh Lather)
Director, International Affairs

Copy to:

1. In-charge (Server Room), GGSIP University for uploading the above letter inviting Quotation on Website of the university.