



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

Date: 19.01.2015

**SPECIFICATIONS FOR RE-INVITING QUOTATIONS FOR PRINTING  
OF PLACEMENT BROCHURE ACADEMIC YEAR 2014-15**

Quotations are re-invited for printing of Placement Brochure Academic Year 2014-15 as per following specifications:

(i)	Page Size	-	8.5"x 11"
(ii)	No. of Pages	-	80-100
(iii)	Cover & Back Page	-	300 Gsm Imported Mattee, 4 Colour Printing
(iv)	Normal Pages	-	130 Gsm, Art Paper, Four Colour Printing
(v)	Designing & Type Setting	-	To be done by the Printer
(vi)	Quantity	-	400 Copies.
(vii)	Envelop Size	-	9"x12" 130 Gsm Paper, Quantity 400 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 27.01.2015 by 5:00 P.M.  
No Quotations will be received thereafter.