

# ZAKIR HUSAIN DELHI COLLEGE

(UNIVERSITY OF DELHI)

Jawaharlal Nehru Marg, New Delhi - 110002  
Tel.: 011-23232218, 23232219, 23233420, Fax : 011-23215906  
Website: www.zakirhusaindelhicollege.ac.in  
email: zakirhusaindelhicollege@gmail.com



# ज़ाकिर हुसैन दिल्ली कॉलेज

(दिल्ली विश्वविद्यालय)

जवाहरलाल नेहरू मार्ग, नई दिल्ली - 110002  
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Accredited Grade 'A' by NAAC

January 20, 2022

Ref no. ZHDC/NIQ/Printing work/2022

## NOTICE INVITING QUOTATION

### NAME OF WORK: - PRINTING OF COLLEGE MAGAZINES FOR THE ACADEMIC YEAR 2021-22.

Quotations are invited by the Principal Zakir Husain Delhi College, Jawaharlal Nehru Marg New Delhi -110002, from the reputed/experienced Printers for the Printing of college magazines academic year 2021-22, details is given below:

Sl. No.	Name of Deptt./ Magazine	No. of Copies approximately	No. of Pages approximately	Description of Material
1.	Urdu Fikre Nau	300 Pcs.	164	<b>Cover pages-</b> 4 colored pgs. in 300 GSM Paper with lamination <b>Inner pages-</b> 156 black and white & 8 color pgs. On 100GSM paper <b>Binding:-</b> perfect binding <b>Size (in cm):-</b> 24.5x18.5/ 28x20/ 21x21

While quotation the rate, vendors are required to comply with the following and quote the rates accordingly:

1. The vendor must submit sample & similar jobs undertaken by them along with their quotation. They are also requested to inspect sample of the college magazine kept in the office on any working day from 10:00 p.m. to 5:00. The vendor is required to provide the sample of art paper and card along with the quotation.
2. The successful vendor would be responsible to get the approval of final proof (in color) of the entire magazine by the component authority.
3. The work involves getting handwritten manuscript (Hind, English, Bengali, and Urdu) typed and processing of softcopy/email matter which have been edited by the college and transferring them onto proofs which have to be shown/ vetted by the college before printing. As many proof setting of such matter is to be done as many be required for corrections. Further colored print of photographs, cover (outer and inner) pictures etc should be done likewise. Such editing. Correction of proof as are necessary should be undertaken by the vendor. The number of pages may fluctuate at the time of composing. The final proof free of any error should be printed after

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- clear/express Approval of the College is taken in this regard. Cover designing and attractive layout of the colored pages would be the responsibility of the vendor.
4. The Printed magazine would have to be delivered within seven days college library after final approval for the printing magazine is given, together with the softcopy of the magazine both format & open files with fonts( mentioning the version of the software used), on DVD or pen drive.
  5. Interested Distributors/reputed Firms/suppliers may submit offer in a sealed envelope with duly addressed to the Principal ZHDC New Delhi –110002, with quotation against Ref. no. on the Top of the envelope, latest by 3:00 PM dated 31/01/2022, personally or through courier to the Main Reception near front gate, ZHDC, Jawaharlal Nehru Marg, New Delhi- 110002.
  6. The vender must clearly indicate the rate of **taxes (if any)** in their quotation. Up to date Trade License, Income Tax and GST no. Clearance Certificate must be accompanied along with the quotation. Must have experience of executing satisfactory similar job for Govt. Organizations/Academic Institutions.
  7. The quantity mentioned above may be increased or decreased at the time of order as per actual requirement.
  8. Payment will be made only after the successful completion of the job and after receipt of the materials in good condition.
  9. The process of printing work will be discontinued at any stage without assigning any reason by the undersigned.

**Clarifications:** For more detail of items please contact the (S.O. Admn) between 3.00 PM to 5.PM during working day, at least three days (03) before closing date of the quotations.

*Spandita  
20.01.2022*

**(Prof. Sangeeta Pandita)**  
*Acting Principal*

Copy to:

Du Website

College Website