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# KAMALA NEHRU COLLEGE

(University of Delhi)

AUGUST KRANTI MARG, NEW DELHI-110049

KNC/2015/ 58-A

April 22, 2015

**Subject: Printing of College Prospectus / Information Bulletin & Loose Admission Forms for the academic year of 2015-2016.**

Sirs,

Sealed quotations are invited latest by May 21, 2015 from eligible parties of respective field for the printing of College Prospectus and Loose Admission Forms for academic session 2015-2016 as per specifications given hereunder with offset process:-

SN	Description of Prospectus / Information Bulletin	
1	Number of copies of prospectus/ Information Bulletin to be printed	1200 Nos.
a	Size of Prospectus	8.5" x11" approx.
b	Number of Text pages	Approx. 52 (pages in four colour approx)
c	Paper to be used for prospectus/ Information Bulletin	For Text: 120 gsm Art paper of A4 size in portrait mode. For Cover: 280 gsm Imported Art card ugo (Mat finish).
d	Number of Loose Admission Forms	2000 Nos.
2	Size of Loose admission form	On full-scape Ledger paper on 80 gsm size: 8.5" x 13" ordinary printing both side single colour offset printing.
3	In case there is an increase/decrease ( $\pm$ ) in the text pages (Colour or B/W) or pages with photographs of prospectus, the cost of each will be adjusted accordingly.	
4	The sample of paper must be enclosed with the quotation. The quotation without sample paper will not be considered.	
5	The sample of the stated items can be seen in the college office from Monday to Friday between 10.00 am to 3.00 pm on any working day. Printing matter will be given alongwith the order.	
6	The Prospectus must be completed in all respects is to be delivered in the college latest by June 6, 2015.	
7	Printing on front & back inside cover pages & Binding must be perfect.	
8	The party will be required to show atleast 2-3 proofs, till the satisfaction of authority or as required.	
9	The order is likely to be place in the Last week of May 2015	
10	Payment will be made on the production of invoice after the satisfactory execution of the order. Income Tax will be deducted as per G.O.I. Rules	
11	The college reserves the right to reject any quotation/s without assigning any reason/s.	
12	The amount must be mentioned in words & figures both. All the quotations must be sealed and the purpose stated on top of the envelope and to be delivered to the Principals office on or before stipulated date.	

Yours sincerely,

*Minoti Chatterjee*  
Dr. Minoti Chatterjee  
Principal