



# VIDYASAGAR COLLEGE

**NAAC ACCREDITED**

39, SANKAR GHOSH LANE, KOLKATA-700 006  
PHONE : (Principal) - 2241-3018, (Office) : 2241-4447  
Website : [www.vidyasagarcollege.edu.in](http://www.vidyasagarcollege.edu.in)

Ref. No. ....

## TENDER NOTICE

Date : .....

Quotation No: VC/AR/2016 dated 08.09.2016

Quotations are invited from enlisted companies to print the "Annual Report 2015-16" of Vidyasagar College, Kolkata- 700 006 according to the following specifications:

Expected total pages: 40 (including cover & back)  
Paper size: Demi (18x23)  
Paper thickness: 100 GSM (Real Art Paper) for inner pages &  
200 GSM (Real Art Board) for cover & back pages  
Centre stitch  
4 colour printing  
Total copies to be printed: 300 copies only

College will supply ready to print PDF file (press ready with cutting marks) so that vendors are able to print the matter without any editing/ modification. So, there is no need of DTP & proof verification. But they must have to retain the original colour as in the supplied matter in digital format.

- ↓ Last date for submission of sealed quotation along with paper sample for body & cover with printing sample in College Office (39 Sankar Ghosh Lane, Kolkata- 700 006) within 3 pm: 14.9.2016
- ↓ Opening of the submitted quotations: 15.9.2016
- ↓ Intimation to the selected vendor: 15.9.2016
- ↓ Handover of the matter in PDF format in CD/ DVD: 20.9.2016
- ↓ Finished "Annual Report- 2016" to be supplied on or before: 25.9.2016

### Note:

- a) Vendors are requested to quote for 1 set (4 pages) separately along with the single copy of the prospectus. This is mandatory for the quotation and it will help us to negotiate the rate in case of varied number of pages (as stated above) in the finished document while submitting it to the vendor for printing.
- b) The quoted rate must be inclusive of all charges, cutting, binding, carrying cost & anything else and College will not pay anything beyond the quoted rate.
- c) You are requested to collect work order from College Office to ensure your work.
- d) In case of any query regarding printing you may contact Mr. Raja Biswas, Librarian of the College (M: 9434200197)



*Gautam*  
8/9/16  
Principal  
Vidyasagar College, Kolkata- 6  
Vidyasagar College  
Calcutta-700006