



VIDYASAGAR COLLEGE

NAAC ACCREDITED

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

Ref. No.

Date :

TENDER NOTICE

Quotation Number: **VC/T/OFF/AR/04/17**

Date: **24.11.2017**

Quotations are invited from enlisted companies to print the "Annual Report 2016-17" (DTP & Printing) of Vidyasagar College, Kolkata – 700 006 according to the following terms and conditions/ specifications:

Procedure:

College will supply either soft-copies or hard-copies of the matter and you have to type / arrange that according to the instructions sent by the College. Proof of the same to be supplied (2 or 3 based on the errors) before printing the whole matter. Moreover, you have to prepare the cover page and back page of the Annual Report and to be approved by the College.

Specifications:

Expected total page: 40 (including the cover & back page)
Paper size: Demi (18x23), Centre stitch
Paper thickness: 100 GSM (normal paper/ real art paper) for the inner papers and 200 GSM (real art board) for the Cover & back
4 colour printing
Total copies to be printed: 250 or 300

- Last date for the submission of sealed quotation along with the paper sample for body & cover: 1st Dec. 2017 Time : 3 pm
- Submission place: Drop box placed at Vidyasagar College, 39 Sankar Ghosh Lane, Kolkata-700 006 (1st floor)
- Opening of the submitted tender: 1.12.17 at 4.00 pm
- Intimation to the selected vendor: 2.12.17
- Finished "Annual Report" to be handed over to the College authority: on or before 18.12.17

Note:

- Vendors are requested to split the rate of quotation for 1 set (4 pages) separately. This is mandatory for the eligibility of the quotation to be valid.
- The quoted rate must be inclusive of DTP, supplying proof sets, printing, binding, cutting, carrying cost and anything else.
- College will not pay any extra amount beyond the quoted rate.
- Selected vendor have to collect the work order from College Office

In case of any query please contact 9830069346 Dr. ANIKUR BHAWAL

Principal Goutam Kundu
24/11/17
Vidyasagar College
Kolkata-700 006

Principal
Vidyasagar College
Calcutta-700006