



# VIDYASAGAR COLLEGE

NAAC ACCREDITED

39, SANKAR GHOSH LANE, KOLKATA-700 006

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Ref. No. VC/T/OFF/11/18

Date : 14-09-2018

## TENDER NOTICE

Quotations are invited from enlisted companies to print the "Annual Report 2017-18" of Vidyasagar College, Kolkata-700 006 according to the following specifications:

**Expected total pages: 40 (including cover & back)**

**Paper size: Demi (18 x 23)**

**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: 100 copies only**

College will supply ready to print PDF file so that vendors are able to print the matter using their own software. So, there is no need of DTP & proof verification. But they must have to retain the original colour as in the supplied matter in PDF 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, 22.09.2018.
- ✚ Opening of the submitted quotations : 22.09.2018
- ✚ Intimation to the sealed vendor : 22.09.2018
- ✚ Handover of the matter in PDF format in CD/DVD : 22.09.2018
- ✚ Finished "Annual Report 2017-2018" to be supplied on or before: 25.09.2018.

### Note:

- i) 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.
- ii) 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.
- iii) You are requested to collect work order from College Office to ensure your work.
- iv) In case of any query regarding printing you may contact Mr. Aniket Basu, Assistant Prof. Dept of Physics (M-9836790149)

By Order  
PRINCIPAL