



# आत्मा राम सनातन धर्म कॉलेज ATMA RAM SANATAN DHARMA COLLEGE

ACCREDITED GRADE 'A' BY NAAC  
All India 5th Rank By NIRF (MHRD)

(दिल्ली विश्वविद्यालय) (University Of Delhi)

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संदर्भ सं / Ref. No. ARSD/Magzine/2018

दिनांक / Date 27/11/2018

## SHORT-TERM TENDER NOTICE FOR PRINTING OF COLLEGE MAGAZINE

Quotations are invited, on the basis of cost per copy, under sealed cover for the printing of college magazine as per details mentioned below:

### GENERAL AND SPECIFIC DETAILS ABOUT MAGAZINE:

1. The college magazine will comprise of 100 pages (standard A4 size- 8.27" X 11.69") including text, photographs and cover pages in 4 colour printing.
2. 2500 copies of the magazine are to be printed.
3. Cover pages will be laminated.
4. The content and photographs will be printed in 4 colours on 130 GSM imported Art Paper with Mat finish (SINARMASS) and four cover pages on 250 GSM Art Paper in Gloss finish.
5. The magazine will have three sections in 3 languages- Hindi, English and Sanskrit. Each section will have an index.
6. The magazine will have high quality perfect binding.
7. The matter will be composed on laser composing.
8. Font size, style and other content typing specifications will be as per the instructions issued by the College.
9. Printing will be of high quality and be completed within a maximum of 20 days from the issue of instructions within this regard by the College Authorities.
10. Rate for addition of pages (a set of four pages) will also be quoted.
11. The printer will arrange for proof-reading of the matter, as instructed by the college.
12. The printer will ensure that his designer is available in the college premises for at least 5 working days to give effect to the final designing and arrangement of the matter.
13. The printer must provide the following enclosures with the quotations:
  - a. Details and samples regarding quality, weight and brand of paper to be used.
  - b. Sample copy of work done.
  - c. Photocopy of GST and PAN numbers.

The Quotation in a sealed cover marked as "QUOTATION FOR COLLEGE MAGAZINE" should reach the undersigned latest by 20<sup>th</sup> December 2018 (Thursday) 1:00 p.m. to the undersigned.

Incomplete quotations will be summarily rejected. The College also reserves the right to reject any or all quotations without assigning any reason whatsoever in this regard.

*Mainika Jain*  
(DR. MAINIKA JAIN)  
CONVENER

*Gyantosh Kumar Jha*  
(Dr. Gyantosh Kumar Jha)  
PRINCIPAL