

Notice Inviting Quotations

No.: EP/NIQ/2024-25/025

Date: 11/12/2024

Sadhan Chandra Mahavidyalaya invites sealed quotations from reputed printing and publishing agencies for the **design, printing, and publication of the Annual College Magazine**. The magazine is an integral platform to showcase the literary, academic, and creative expressions of our students and faculty, reflecting the vibrant ethos of our institution. Vendors are requested to submit their quotations in accordance with the requirements specified below. Quotations should be addressed to Principal and submitted during college hours.

Last date of submission of quotations: 17/12/2024

Date of opening of quotations: 18/12/2024 at 1 pm

Date of starting of work: within 2 days from the date of issue of the work order

Scope of Work:

1. Conceptualization and Design

- **Theme Alignment:** Design the magazine layout and artwork in line with the theme provided by the college.
- **Content Layout:** Arrange text, photographs, and illustrations in an organized and visually appealing manner, ensuring readability and professional standards.
- **Proofreading Support:** Collaborate with the college editorial team for proofreading and necessary adjustments before finalizing the design.

2. Content Integration

- **Text and Graphics:** Incorporate contents provided by the college, along with relevant photographs and graphics.
- **Customization:** Ensure customization of specific sections such as Principal's messages, editorial notes, acknowledgments, student achievements etc.

3. Printing Specifications

- **Size:** 8.5"/10.5"
- **Inner Pages (Texts):** 80 gsm Natural shade Map litho paper (both quotation mandatory)
- **Inner Pages (Colour):** 130 GSM Art Paper (matte finishes).
- **Cover & Back Page:** Premium-grade 300 GSM Art Board with lamination.
- **Colour Scheme (Cover, Back & Inside Colour Pages):** 4 Colour printing with precision and vibrancy.
- **Colour Scheme (Inside Text Pages):** 1 Colour printing (Black)
- **Number of Pages:** Total- approx 64 pages (including cover & back), inside colour pages: 12 (subject to final content volume).
- **Binding:** Perfect Durable binding with stitch.

4. Proofing

- **Proof Submission:** Provide physical proof copy (up-to 3 times) for final approval before bulk printing.
- **Error Rectification:** Make necessary corrections as identified during the proofing stage.

5. Quantity and Delivery

- **Quantity:** Print and deliver 700 copies of the magazine.
- **Delivery Location:** Ensure delivery to the college premises.
- **Packaging:** Magazines must be securely packed to avoid any damage during transit.

6. Timeline

- The entire process, from design to delivery, must be completed within 15 days from the date of work order issuance.
- **10 copies of Magazine must be submitted to the college on 23/12/2024 within 11 am.**

7. Quality Assurance

- Ensure high-quality printing, finishing, and binding to maintain the magazine's professional look and durability.
- Use eco-friendly materials wherever possible.

8. Coordination and Communication

- The agency must maintain regular communication with the college editorial team for updates, feedback, and approvals at every stage of the process.

9. Other

- 2 dummy copies must be given after all corrections and before final print.
- A pdf/e-version of the Magazine will also be supplied to the college for uploading in the college website.

Submit your quotation in this format:

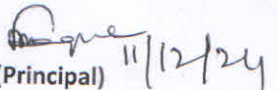
Sl. No.	Details	Agency's Response/Quote
	Name of the Agency	
	Address	
	Contact Person	
	Contact Number	
	Email Address	
	Previous Experience in Similar Projects	(Provide details and attach samples, if available)
	Proposed Timeline	(Mention in days or weeks for design, printing, and delivery)
	<ul style="list-style-type: none">• Cost Breakdown (per magazine)	


a) Design Charges	
b) Printing Charges	
c) Binding Charges	
d) Packaging and Delivery Charges	
e) Applicable Taxes (if any)	
Total Cost	
• Printing Specifications	(Confirm adherence to required specifications)
a) Paper Qualities (All)	
b) Binding Type	
c) Number of Copies	
d) Size of the Magazine	
e) Colour Schemes (All)	
Payment Terms	(Mention advance or payment milestones)
Additional Information (if any)	

Terms & Conditions:

1. Venders may visit the college site before submitting quotation for knowing the details of work to be done
2. Terms and conditions on the part of the vendors should be mentioned clearly
3. Trade License (Not Mandatory)
4. Pan Card (Desirable)
5. GST Registration (Not Mandatory)
6. Rates should be including all labour, accessories & delivery (in per square feet)
7. No extra cost will be provided

The college authority reserves the right to accept or reject any quotation without showing any reasons.


(Principal) 11/12/24


Convenor/Joint Convenor
Establishment & Purchase Sub-Committee

[Copy to: 1) Falta BDO Office, 2) Falta Panchayat Samity, 3) Debipur Gram Panchayat, 4) College Website & Notice Board]