



INDRAPRASTHA COLLEGE FOR WOMEN

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IPC/2415/05-

22 May 2017

Notice Inviting Tender

Sealed quotation are invited from eligible printers for the following items:

1. College Prospectus
2. B.A. (H) Multi Media and Mass Communication Prospectus
3. College Hostel Prospectus
4. College Hostel Readmission Form
5. College Forms

College Prospectus (in English and Hindi)

Total Pages	-	54 + Cover Pages
Coloured pages	-	All four colour printing
No. of Copies	-	1500 copies (English) and 500 copies (Hindi)

B.A. (H) Multi Media and Mass Communication Prospectus (English and Hindi)

Total Pages	-	30 + Cover Pages
Coloured Pages	-	All four colour printing
No. of Copies	-	100 copies (English) and 50 copies (Hindi)

Hostel Prospectus (in English and Hindi)

No. of Copies (English)	-	300 copies
Coloured Pages	-	All four colour printing
No. of Copies (Hindi)	-	100 copies
Coloured Pages	-	All four colour printing

College Hostel Readmission Form

No. of Copies - 200 copies

College Forms

1. Supplementary Information Slip	-	1500 copies
2. B.A. (Prog.) Combination Form	-	1000 copies
3. I.D. Card form	-	2000 copies
4. Application for cancellation of admission	-	1000 copies
5. Undertaking form	-	2000 copies
6. Hostel Registration Form	-	500 copies
7. Documents required for U.G. Admission	-	2000 copies
8. M.A. Admission form	-	300 copies
9. Documents Checklist for M.A. Admission	-	300 copies
10. Fee slip for U.G. and P.G.	-	2000 copies
11. Withdrawal of original certificates	-	100 copies
12. B.A. (Prog) combination to be allotted to students sheet	-	200 copies

Terms & Conditions

1. The last date of submission of tender is 30 May 2017 up to 4:00 p.m.
2. The rate of VAT/ other taxes whichever is applicable should be clearly mentioned.
3. TDS as per applicable shall be deducted as per norms. Please submit copy of PAN card.
4. The printed material to be supplied on or before the deadline as given to the agency/ firm.
5. Rate to be quoted for per copy/form.
6. Sample can be seen from College office during the working hours on any working day.
7. Number of pages, if changes, rates will be applicable on pro- rata basis.
8. No quotation will be entertained after due date.
9. College reserves the right to reject any bid without giving any prior notification to the bidder.



Principal