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**MATA SUNDRI COLLEGE FOR WOMEN**

(UNIVERSITY OF DELHI)

MATA SUNDRI LANE, NEW DELHI-110 002

PHONE : 23237291  
FAX : 23236102

Ref. No. : MSC/ADMN/...30/20.19-275

Dated : 07/05/2019

**Quotation for printing of College Prospectus**

Sir,

The Principal Mata Sundri College for Women, New Delhi invites sealed quotation for printing of College Prospectus, Vocational centre and attached admission forms. The quotation must reach the college latest by Tuesday, 21<sup>st</sup> May, 2019. The cover containing quotations must be superscribed "Quotation for Prospectus". The quotation should include the following specification :-

**Specifications for Prospectus**

1. Total No. of copies of prospectus to be printed - 1600
2. Total No. of Pages - 60 (English)
3. Title four pages to be printed in multi-colour on Art Paper of 250 GSM of Size 8.27 × 11.69 inches (A4)
4. The prospectus should be numbered from 001-1600

**Specifications for Admission Forms**

1. No. of Admission forms to be printed - 500
2. These should be Green/Yellow in colour with serial no and perforation.

**Specifications for Vocational Prospectus**

1. Total No. of copies of prospectus to be printed - 500
2. Total No. of Pages - 20
3. Title four pages to be printed in multi-colour on Art Paper of 250 GSM of Size 6.5 X 8.5 inches
4. The Vocational prospectus should be numbered from 001-500
5. Admission forms must be attached along with each copy of the Prospectus.

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**Terms & Conditions**

1. The rates must be specified separately i.e., with breakup of printing charges and material.
2. Time for delivery of the printed Prospectus and Admission forms will be 15 days from the date of acceptance of work order, or 5 days from the date of submission of final proof.
3. Cartage if any should be included in the rates itself.
4. If the pages exceed the specified limit, the payment will be made for the additional pages proportionately.
5. The College has the right to reject any or all the quotations without assigning any reasons.

The specimen of the Prospectus and Admission forms may be seen in the administrative office on any working day from 9:00 a.m. to 3:00 p.m.

*Harpreet Kaur*  
Principal