

OFFICE OF THE PRINCIPAL, DISPUR COLLEGE

GANESHGURI, DISPUR,
GUWAHATI - 6

www.dispurcollege.org

Ref. No.....

Date.....

NOTICE INVITING TENDER


16-05-2018

Sealed tender are invited by the undersigned of Dispur College from the reputed Printing/Press/Firm etc. for supply of students Prospectus, Admission Forms etc. for the financial year 2018-19.

SI No.	Items	College Prospectus Specification/ Quality (Arts/Commerce/BBA/BCA)	
1.	Prospectus	3500 (With Serial No)	
2.	No. of Page Design	34 (Multicolour Glossy) Including Cover Page	
3.	Size	A4 Landscape	
4.	Quality of Paper	Cover Page 4 nos. (Mate finished 300 GSM- Art Board) Inner Page (170 GSM Glossy)	
5.	Admission Form (Both side) (Century Board Paper)	4 (All different Colour) HS Arts-400 HS Com- 400 TDC Arts-1300 TDC-1300 BBA/BCA-200	TOTAL 3600
6	Admission Slip	3600 Nos.	
7	PROSPECTUS MUST BE PRINTED IN HYDEL BIRD MACHINE WITH THE BEST QUALITY OF PAPER AND WITH PERFECT BINDING.		


Terms and Conditions

1. Last date of submission of tender on or before 24.05.2018 at 2p.m on sealed envelope subscribing the name of works on top of the envelope. Quotation will be open on same day.
2. Tender must be given on the official letterhead and firm should be capable of supplying order within 3 to 4 days.
3. Full Payment will be made after delivery of the printing materials with all said specification.
4. Bill should be submitted with valid TIN/ GST Number.
5. The party can contact Principal for further clarification.
6. The undersigned does not bind himself to accept the lowest rate and may reject one all without any reason thereof.


Principal
Dispur College,
Guwahati-6.

Copy to

1. Dispur College Notice Board (for display)
2. Tender Committee
3. Accountant, Dispur College (for information and necessary action)
4. Guard File.


Principal
Dispur College
Guwahati-6.