

Ref.:SAC(E)/2026/576

Date: 20.03.2026

TENDER NOTICE FOR PRINTING OF COLLEGE MAGAZINE

Sealed quotations are invited for the printing of College Magazine as per details mentioned below: -

Name of work	Printing of magazine with layout and Graphic Designing
No. of copies	500
Size	11"x8.5"
Composition	Laser composition
Pages per copy	120
a) Cover Page	Four colour printing in 250 gsm art paper with black & white finish
b) Inner page and photograph	Four colour printing in 130 gsm (sinner mass) art paper with black & white finish.
c) Binding	Quality binding with proper stitching.

GENERAL AND SPECIFIC DETAILS:

1. Cost per copy should be inclusive of cartage charges. Taxes per copy as per Govt rules should be separately indicated. Additional copies, if needed should be provided at the same cost in a lot of 125 to 150 Soft copy of the Magazine has to be provided for purpose of uploading on the College website.
2. The magazine will have four sections:
 - a) English
 - b) Hindi
 - c) Sanskrit
 - d) Art work
3. Please also quote rate (a set of four pages) for additional pages in the

magazine (If required). The actual number of pages may vary. Cost of extra pages to be separately mentioned for Glossy and colour pages.

4. T.D.S. as applicable shall be deducted as per norms.
5. The printed Magazine to be supplied with in a period of 10 days after confirmation by the college.
6. The layout and designing must be done with the approval of Magazine Committee.
7. A sample copy of the final draft will have to be provided before printing of the final product. Printing will proceed only after approval by the Magazine Committee.
8. An earnest money of Rs.5000/- will have to be deposited through Demand Draft in favour of The Principal, Sri Aurobindo College (Evening) payable at New Delhi by the Printers all who are applying for the tender immediately after the approval of tender/quotations, the same will be the completion of satisfactory work. Tenders submitted without EMD to whatever reasons will be rejected/ disqualified. No interest will be paid on EMD under any circumstance.
9. If at any stage, it is found that the material used to print the college magazine of the final product is not according to the sample shown to you or as per the direction of the Magazine Committee, the College may impose a fine on the firm and/or payment may be withheld fully or partly and/or the order may be treated as cancelled. In that case, the firm is required to take back the rejected material on its own expenses. The decision of the Principal/ Magazine committee in this regard shall be binding on the firm, depending upon the circumstances.
10. Terms and conditions must be clearly mentioned and should also indicate the necessary details regarding the quality, weight and brand of paper to be used. A sample copy of similar work done, if any, should be enclosed along with your quotation. Preference will be given to the Printer who has experience of printing Delhi University college's/ educational institution's magazine.
11. A photocopy of the press declaration license number and PAN NUMBER must be enclosed along with your quotation.
12. The details of above proposal may be submitted in two parts viz. "Part A-

Technical Proposal (mentioning experience of work, PAN No/GST No. any other information which you want to submit) and "Part B-Financial Proposal (mentioning cost per copy Inclusive of cartage charges and Point 8 and 9 of General Details). Each part should be sealed in a separate envelope and suitably super scribed. The two sealed envelopes should be put in a third envelope, sealed and super scribed "Proposal for College Magazine", complete in all aspects should reach The Principal, Sri Aurobindo College (Evening), Malviya Nagar, New Delhi-110017 latest by **Tuesday, 31st March, 2026 upto 05:00 p.m.**

13. The College reserves the right to impose penalty of Rs. 2,000/- per day for the delay from the last date of supply of magazine decided by the College Magazine Committee.

Technical proposal will be approved considering the quality of printing design specifications and other quality considerations.

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.

NOTE-Please mention your e-mail address and mobile number on the envelope.

Dr. Ajit Kumar
(Convener, Magazine Committee)

Sd/

Prof. Vipin Kumar Aggarwal
(Principal)

Copy to:-

1. College Website and Notice Board
2. DU Websit