

OFFICE OF THE PRINCIPAL, DHENKANAL AUTONOMOUS COLLEGE, DHENKANAL

No. 4421 / Date 25/11/25

QUOTATION CALL NOTICE FOR COLLEGE CALENDAR

Sealed quotations are invited from different firms for printing of the Dhenkanal Autonomous College, Dhenkanal College Calendar for the session 2025-26 as per the following specifications so as to reach the undersigned on or before 02/12/2025. The quotations will be opened in the Office of the undersigned at 3PM on 03/12/2025. Incomplete and late quotations will not be entertained. The undersigned reserves right to reject any or all the quotations without assigning any reasons thereof. All the bidders are requested to submit the updated and valid GSTIN certificate (Xerox copy duly signed) along with the proof of submission of Income Tax return, PAN Card No., Contact Number & e-mail address. All the bidders are requested to remain present at the time of opening of the quotation.

Specifications:-

1. Size of College Calendar – 24cm X 18cm
2. Cover Page –Multi Colour with glossing paper 220 GSM art paper.
3. Number of pages – 80(Approximately)
4. Language –English.
5. Quality of Inner pages – 80 GSM .
6. Gum binding and side stitching.

Quotation Rate:-

The firm should clearly mention the total cost including cost of paper, DTP design, binding, delivery and GST etc. for 1000 / 1500 / 2000 copies respectively. Further, they are requested to attach sample papers for the cover, inner and other pages. The proof reading will be done by the firm.

Terms and Conditions:-

1. Proof Correction:- To be made by the concerned press subject to approval of editorial board from time to time.
2. Transport:- Transport charges shall be borne by the firm. Goods are supplied for Dhenkanal Autonomous College, Dhenkanal.
3. Penalty:- A deduction of 3% of the total amount of the bill will be made for each week of delay of part thereof in the delivery of goods from the stipulated period. Further deductions may be made at the discretion of the undersigned if the goods finally delivered do not confirm to the terms and specifications or to the sample given by the press.

Memo No. 4422 / Date 25/11/25

Copt to College Notice Board/College Website/Editorial board for all information.

24/11/25
OIC, college Calendar.

Principal
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