



# Motilal Nehru College

(University of Delhi)

Ref. : MNC/BJM/2605

Benito Juarez Marg,  
New Delhi-110021

Date : .....

21.11.2014

## SPECIFICATIONS OF THE TENDER

Dear Sir,

Sealed quotations are invited for the printing of college Magazine and Annual Report as per details given below. The quotations must reach the college latest by 5<sup>th</sup> December, 2014. **"Quotation for Magazine and Annual Report"** must be written on the top of the envelope. Please enclose copy of PAN/TIN number along with quotation. Also send one sample of cover page for magazine and annual report.

- I. Nature of Work : Printing of Magazine with layout-design  
Approx. No. of Copies : 2500  
Size : 20 x 26 Cm<sup>2</sup>  
Approx. No. of Pages : 100
1. Cover Page : Four colour printing in 270gsm Sinner mass paper with lamination (Matt finish).  
2. Inner Page : Four colour printing on 130 gsm Sinner mass paper.  
3. Binding : Perfect Binding.

Rates for the items at 1, 2 and 3 must be specified separately.

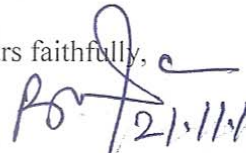
- II. Nature of Work : Printing of Annual Report with layout design  
No. of Copies : 500  
Size : 18x24 Cm<sup>2</sup> / 15x30 Cm<sup>2</sup>
- A. Cover Page : Two colour printing in 250 gsm Sinner mass paper with lamination.  
B. Inner Page : Two colour printing with 150 gsm Sinner mass paper.  
C. Binding : Central stitching.

Rates for items at A, B and C must be specified separately.

- III. Matter : In Hard Copy  
IV. Time allotted : 15 days after final approval.

For any further clarification you may contact the Convener, Magazine & Annual Report Committee-Dr. Krishan Kumar, Mob.-9818906623.

Yours faithfully,

  
21.11.14  
Principal