

**Scottish Church College**  
**1 & 3 Urquhart Square Kolkata -700 006**

**Notice for quotation**

**Ref: Tender Estate/SCC /14/2019-20 Dated 4/03/2020**

**Contact:** Shibnath Bhattacharyya - 9836272199

Appropriate quotations are invited in sealed cover from eligible bidders/suppliers/ vendors for Printing of College Magazine 2019-2020 according to the following specification.

**Item**

Size	Double crown- 1/8 size	
Copies	1300	
Finish Size	7.1"X 9.4"	
<b>Other Specification</b>		
1	Cover	Design. 300 GSM Art Board. Front - Back -Inside 4 colour offset alcoholic dumper printing. Front- Back Velvet finish, thermal lamination
2	Colour pages	Design (Including photo scanning), 130 GSM Art Paper, 4 colour offset (Alcoholic dumper ) printing, Perfect binding ..... Rate for every 4 pages Rate for total 36 pages (Approx)
3	B/W Pages	DTP (Bengali - 16 pages, English- 72 pages, Hindi- 8 pages approx.), 80 GSM Natural shade Maplitho, Single colour offset printing, Perfect binding.... rate for every 8 pages rate for total 96 pages (Approx)
4	Matter proof	4 times
5	Colour pages proof	B/W 2 times, colour 2 times
6	Cover proof	Satisfactory
7	Dummy Magazine	2 times
8	Rates must be including all conveyance & delivery charges	
9	Magazine cost will increase or decrease as per page count only	
10	GST	

**Kindly check our last magazine for information on format and submit samples of work done by you.**

This quotation is to be addressed and submitted to the Principal's office in Scottish Church College, 1 & 3 Urquhart Square, Kolkata - 700 006, on prescribed working day between 11:00 A.M. to 3:00 P.M. The bid / tender may be submitted opens on 5/03/20 and closes on 14/03/2020. The Selection /opening will be made at the Principal's office at 3:00 P.M. on 16/03/2020

The Authority of the College reserves the right / discretion for selection based on experience, amount, quality of the bid & bidder .

*Dr. Arpita Mukerji*

**Dr. Arpita Mukerji**  
**Principal**

