

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

**Notice for quotation**

**Ref: Tender Estate/SCC /14/2023-24 Dated 13/10/2023**

**Contact:** Dr. Kaberi Chatterjee (M:98300 89279)

Appropriate quotation is invited in sealed cover from eligible bidders' /suppliers/ vendors for Printing of College Magazine 2022-2023 according to the following specification

**Specification for the magazine**

1. Size : Double crown (20X 30), Finish Size: 7 X 9.5 inch
2. Quantity : **1000** copies
3. 3. Cover : 300 gsm Matt Art Board (ITC)
  - i. 4 colour offset print, Front & Back Velvet finish thermal matt Lamination.
4. 4. Inside colour pages: **80 pages** (approx) , 4 colour offset print on 128 gsm matt art paper.
5. Inside B/W Matter : **120 pages**( approx), Single Colour offset print on **128 gsm matt art Paper** or **80 gsm Natural Shade Maplitho paper** (both quotation mandatory)
6. Perfect binding with stitch.
7. B/W matter part proof must be given **several times ( up-to 6 times)** for error free publication of the Magazine . Colour part proof also to be given before & after colour corrections of the pictures and proof - checking of the captions. **2 dummy copies must be given after all corrections and before print order :**
8. Main quotation will be in measure of 80 colour pages + 120 B/W pages. Also quote per colour forma (8 pages) rate and per B/W forma (8 pages) rate to manage any change in the page count of the magazine.
9. A PDF e-version of the Magazine will be supplied to the college for uploaded in the college website.



Detail	Per copy rate	1000 copies rate
Rate : 80 colour page with 128 gsm matt ART paper +120 B/W page also with 128 gsm Matt Art Paper		
Rate : 80 colour page with 128 gsm matt Art paper +120 B/W page with 80 GSM Natural shade Maplitho		
Rate: 8 colour page with 128 gsm matt ART Paper	X	
Rate: 8 B/W page with 128 matt Art paper	X	
Rate: 8 B/W page with 80 gsm Natural shade Maplitho	X	

This quotation is to be addressed to the Principal , Scottish Church College and has to be submitted to the Principal's office in Scottish Church College , at 1 & 3 Urquhart Square , Kolkata – 700 006, on prescribed working day between 11:00 A.M. and 5:00 P.M. The bid / tender may be submitted from **13/10/23** & close on **05/11/2023**. The Selection /opening will be made at the Principal's office at **11:00 A.M. on 06 /11/2023**.

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

*Madhuanjari Mandal*  
Dr. Madhuanjari Mandal  
Principal

13/10/23

Principal  
Scottish Church College  
Kolkata

