

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

Notice for quotation

Ref: Tender Estate/SCC /15 /2022-23 Dated 07-02-2023

Contact: Mr. Debashis Ghosh (M- 96745-27416)

Appropriate quotation is invited in sealed cover from eligible bidders' /suppliers/ vendors for the following specifications:

Particulars

Sl. No	Item	Specification	Quantity	rate	Amount(Rs.)
1	Certificate –	a. Quantity: b. Size: 8.75 inch X 11.75 inch c. 300 GSM Art Board(ITC) d. 4 colour offset print	525 nos		
2	Invitation cards -	a. Quantity b. Size: 5 inch X 7 inch, 300 GSM c. Envelope with College logo and name d. One side print	100 nos		
3	Felicitation (Certificate of honour)	a. Quantity: b. Size: A4 c. Framing: Fiber frame with glass (specification 12 X 16 inch)	20 nos		



4	Banner	<p>a. Quantity</p> <p>b. 7 X 3 Feet (Gate)</p> <p>c. 6 X 3 (Dias)</p>	02 Nos		
5	Standee	<p>d. Quantity</p> <p>e. Size: 30X 72 inch</p>	01 no		
6	1. Booklet:	<p>a. Quantity</p> <p>b. Size : A4</p> <p>c. Cover: 300 GSM Matt Art Board(ITC), 4 colour offset print, Front and Back matt lamination, photographs inside cover</p> <p>d. Inside Colour page: 50 pages (approx.), 4 colour offset print, on 128 GSM matt art paper</p> <p>e. Perfect binding (centre stitched)</p> <p>f. All matters proof must be given three times for error free publication</p> <p>g. Two dummy copies must be given after all corrections and before print order.</p> <p>h. Main quotation will be in measure of 50 colour pages.</p> <p>Also quote for per colour forma (8 pages) rate to manage any change in the page count.</p> <p>i. e-Version: ebook in pdf format</p>	250 nos		



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 3:00 P.M. The bid / tender may be submitted from **08/02/23** & close on **15/02/2023 (1.00 p.m)**. The Selection /opening will be made at the Principal's office at 3:00 P.M. on **15 /02/2023**

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

Madhmanjari Mandal

Dr. Madhmanjari Mandal
Principal

8/2/23

Principal
Scottish Church College
Kolkata

