



ATOMIC ENERGY JUNIOR COLLEGE

ANUSHAKTINAGAR, MUMBAI-400094

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Telephone : (022) 25581789 Fax: (022) 25581866

AEJC/Mum/Calendar/4.01/2019-20/

February , 2020

Last date of receipt of quotation **25/02/2020**
upto 3.00 p.m.

M/s. _____

Sub: Quotation for Printing of Calendar for Class XI & XII.

Sir,

For and behalf of Atomic Energy Junior College, Anushaktinagar, Mumbai, sealed quotations are invited for printing and supply of calendar for Class XI & XII combined, for Atomic Energy Junior College, Anushaktinagar, Mumbai -400 094 for the academic session 2020-2021 according to the terms and conditions mentioned in the annexure:-

Terms and conditions	: Annexure-I
Specification and quantity	: Annexure-II
Place of Delivery	: Atomic Energy Junior College, Anushaktinagar, Mumbai-400 094

AEJC reserves the right to accept or reject any of the quotation irrespective of the status, without assigning any reason.

Please note that the sealed quotation should be clear and without ambiguity, and should be in accordance with the terms of enquiry and as per our format only. Any incomplete offer or offer without relevant details/specifications will not be considered.

Quotation submitted through e-mail, fax or telephonic intimation will not be considered.

Yours faithfully,

Principal

Annexure-I to Tender Enquiry No. AEJC/Mum/Calendar/4.01/2019-20/

Terms and conditions:

1	Price	:	Price quoted by you shall remain firm and final and there will not be any escalation whatsoever. The price should include charges for printing as well as delivery & transportation.
2	GST	:	GST, if any, shall be shown separately in percentage in the quotation.
3	Proof reading	:	The hard copy of the college calendar with complete matter should be presented for first proof reading to avoid discrepancies. Proof reads to be supplied thrice. The third and the final proof, <i>before printing</i> , to be given in PDF (soft copy format) to college.
4	Delivery	:	The supply should be made on Free delivery basis to the Principal Atomic Energy Junior College, Anushaktinagar, Mumbai-400 094 within 30 days from the date of receipt of supply order.
5	Packing	:	No packing and forwarding charges will be paid.
6	Bill	:	Bill addressed to the Principal, AEJC, Mumbai should be submitted to the Principal, Atomic Energy Junior College, Anushaktinagar, Mumbai-400 094
7	Payment	:	No advance payment will be made. The payment will be done at the rate of actual number of calendars supplied. 100% payment will be made within 20 days through e- transfer on submission of the following documents:- 1) Receipted delivery challan duly signed by the Principal 2) Bill in triplicate 3) Final Acceptance certificate duly signed by the Principal 4) Pre Stamped receipt 5) Bank details like Name of the account holder, account No., Bank IFSC code & branch code etc. to make the payment through RTGS/NEFT.
8	Calculation of payment	:	The payment will be done on pro-rata basis of the actual quantity of pages in calendar. The approximate quantity (unit) of the material mentioned above are subject to the change in the rates quoted. The amount will be paid accordingly to the number of pages printed which may be lower or higher than the number of pages quoted in the tender enquiry.
9	Income Tax	:	Income tax if any will be deducted at sources as per the rules of Govt. of India as admissible.
10	Last date	:	The sealed quotation superscribing on the envelope " Quotation for printing of calendar for Class XI & XII(2020-21) shall reach on or before 25/02/2020 by 15.00 hrs. positively at the following address: Principal Atomic Energy Junior College, Anushhaktinagar, Mumbai-400 094 Late and delayed tenders will be totally rejected. Over-writing, correction etc., must be avoided in the quotations. Any alterations in the figure shall be countersigned by the authorized personal of the company.
11	Material	:	The paper and other material used for the printing of the calendars should be prescribed quality and binding must be done properly, The work should be carried out by the skilled personnel. The complete book-let should be in serial order as well as in tact. The printing quality is found to be inferior, pages and torn off, stapling, done properly the correction will have taken the lot back at their own expenses and re-print the same with quality and delivery it without extra charges.
12	Liquidated damages	:	Full order must be executed in all respect as per our specifications within the stipulated time after the issue of the work order, failing which, you will be levied liquidated damages at the rate of 2% of work order value per month or a part thereof subject to a ceiling of 5% of work order value of the incomplete delivery of the calendars.

Sr. No.	Description of the printing articles	Quantity required
1	<p>Textual matter Paper quality-70 GSM</p> <p>Coloured pages:250 GSM</p> <p>No. of black & white pages-96 Nos. (inner pages to be printed in single colour)</p> <p>No. of coloured pages:2x2=4 bellarpur maplitho with perfect binding.</p> <p>Total No. of pages of the book-let=100 (inner pages-96+cover pages-4)</p> <p>Dimension of the book-let:</p> <p>Length:181mm Breadth:242mm(1-5)</p>	475 Nos.

Principal

FORMAT FOR QUOTATION

Sr. No.	Description of the printing articles	Qty.	Cost of inside printed 96 pages (Rs./-)	Cost of four cover pages (Rs./-)	Rate per calendar (Rs./-)	Taxes if any % GST _@____	Total (Rs./-)
						(Rs./-)	
1	Textual matter Paper quality-70 GSM Coloured pages:250 GSM No. of black & white pages-96 Nos. (inner pages to be printed in single colour) No. of coloured pages:2x2=4 bellarpur maplitho with perfect binding. Total No. of pages of the book-let=100 (inner pages-96+cover pages-4) Dimension of the book-let: Length:181mm Breadth:242mm(1-5)	475 Nos.					
2	Delivery : Free at site						
3	Delivery Period : _____ days						
4	Payment Terms:						
5	Validity:						
6	Warranty:						
7	GST N.						
8	PAN NO.						
9	Any other information						

(QUOTATIONS DULY SIGNED AND STAMPED MAY PLEASE BE SUBMITTED IN THE ABOE FORMAT OR THE SAME MAY BE TYPED ON THE LETTER HEAD OF THE COMPANY/FIRM)

Date:

Signature with seal