



Office of the Principal,  
**ANANDAPUR COLLEGE, ANANDAPUR**

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No. ....147.....

Dt. ....24.01.2026.....

**Quotation Call Notice**

Sealed quotations are invited from various publishers for printing of college magazine "**SASWAT**" within seven days from the issuance of the notice as per specifications mentioned below

**1. Technical Specifications**

Feature	Requirement
Quantity	[e.g., 500 / 1,000 / 5,000 copies]
Size	[e.g., A4 (21cm x 29.7cm) / Demy Size]
Total Pages	[e.g., 80 pages (Inner) + 4 pages (Cover)]
Inner Paper	[e.g., 90 GSM / 130 GSM Art Paper]
Cover Paper	[e.g., 250 GSM / 300 GSM Art Card with Glossy/Matte Lamination]
Printing	[e.g., Multi-colour (Cover), Black & White or Multi-colour (Inner)]
Binding	[e.g., Perfect Binding / Center Stapling / Section Sewing]

**2. Eligibility Criteria**

- The firm must have a valid **GSTIN / PAN** (copies must be attached).
- The firm should ideally have experience in printing similar magazines for government/educational institutions.
- Evidence of average annual turnover (if required) for the last three financial years.

**3. Submission Details**

- **Format:** Quotations must be submitted in a sealed envelope superscribed: "**Quotation for Printing of [SASWAT] - 2026**".
- **Delivery Method:** Should be sent via Registered Post/Speed Post or delivered in person to the office of the undersigned.
- **Deadline:** Sealed quotes must reach **February 02, 2026 at 3:00 PM**.

- **Opening of Bids:** Quotations will be opened on **February 03, 2026** at **3:00 PM** in the presence of bidders or their representatives.

#### 4. Terms & Conditions

1. **Sample:** Bidders are encouraged to submit a sample of their previous work along with the quotation.
2. **Rates:** Prices quoted must be inclusive of all taxes, layout design, and delivery charges to the destination.
3. **Delivery Timeline:** The final printed material must be delivered within [e.g., 15 days] of the approval of the final proof.
4. **Payment:** 100% payment will be made after the satisfactory delivery of the full quantity.
5. **Rejection:** The authority reserves the right to reject any or all quotations without assigning any reason

*24/01/2026*  
Principal,  
Anandapur College,  
Anandapur