



DUM DUM MOTIJHEEL RABINDRA MAHAVIDYALAYA

Regd. u/s 2(f) and 12B of the U.G.C. Act., NAAC Accredited

[Affiliated to West Bengal State University]

208/B/2, Dum Dum Road, Kolkata 700074

E-mail: ddmrm2020@gmail.com

ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

NOTICE INVITING QUOTATION (NIQ)

Reference No.: DDMRM/NIQ/PRINT/2026-27/01

Date: 03/08/2026

Sealed quotations are hereby invited from reputed and experienced printing agencies/vendors for undertaking the following printing and mounting works for **Dum Dum Motijheel Rabindra Mahavidyalaya**. The last date for receiving quotations is **09/08/2026**:

Sl. No.	Description of Work	Unit
1.	Booklet Printing of A4 Size , including paper, printing, folding, stapling/binding and finishing as per the specification and requirement of the College.	Per Booklet
2.	4' × 3' Vinyl Printing and Pasting on Sunboard , including vinyl printing, pasting/mounting on suitable sunboard and necessary finishing.	Per Piece

Terms and Conditions

1. The quotation should clearly mention the **rate per A4 booklet** and the **rate per 4' × 3' vinyl print mounted/pasted on sunboard**.
2. The quoted rates should be inclusive of all applicable charges, including material, printing, labour, transportation and other incidental expenses.
3. The quality and specifications of the paper, printing, booklet binding and sunboard shall be as approved by the College.
4. The vendor shall ensure proper quality, neat finishing and timely completion of the work.
5. The work shall be carried out strictly as per the instructions and specifications provided by the College.
6. The quotation should remain valid for a reasonable period from the date of submission.
7. The College reserves the right to accept or reject any quotation, either wholly or partly, without assigning any reason.
8. The selected agency/vendor shall be responsible for completing the work within the time specified in the work order.
9. Interested vendors may submit their sealed quotation to the **Office of the Principal, Dum Dum Motijheel Rabindra Mahavidyalaya** during office hours.
10. The sealed envelope should be superscribed **“QUOTATION FOR PRINTING AND SUNBOARD WORK – Ref. No. DDMRM/NIQ/PRINT/2026-27/01”**.

Principal

Dum Dum Motijheel Rabindra Mahavidyalaya

Dum Dum, Kolkata