



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**:

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

- The quotation should clearly mention the **rate per A4 booklet** and the **rate per 4' × 3' vinyl print mounted/pasted on sunboard**.
- The quoted rates should be inclusive of all applicable charges, including material, printing, labour, transportation and other incidental expenses.
- The quality and specifications of the paper, printing, booklet binding and sunboard shall be as approved by the College.
- The vendor shall ensure proper quality, neat finishing and timely completion of the work.
- The work shall be carried out strictly as per the instructions and specifications provided by the College.
- The quotation should remain valid for a reasonable period from the date of submission.
- The College reserves the right to accept or reject any quotation, either wholly or partly, without assigning any reason.
- The selected agency/vendor shall be responsible for completing the work within the time specified in the work order.
- Interested vendors may submit their sealed quotation to the **Office of the Principal, Dum Dum Motijheel Rabindra Mahavidyalaya** during office hours.
- The sealed envelope should be superscribed **“QUOTATION FOR PRINTING AND SUNBOARD WORK – Ref. No. DDMRM/NIQ/PRINT/2026-27/03”**.

Sd/-

Principal

Dum Dum Motijheel Rabindra Mahavidyalaya

Dum Dum, Kolkata