

**OFFICE OF THE CONTROLLER OF EXAMINATIONS AND  
ADMISSIONS  
Jamia Hamdard  
Hamdard Nagar New Delhi-110062**

JH/Admsn./2012

December 31, 2012

**Subject: Expression of Interest for designing and printing of Information  
Bulletin & Prospectus-2013-14**

**Expressions of Interest** are invited from reputed designers and printers that have an experience of more than two years in the field of designing and printing of Prospectus of universities/colleges. The interested parties may send their **Expressions of Interest** for designing and printing of **Information Bulletin & Prospectus-2013-14** with quoting rates as per the enclosed details of requirements to the undersigned latest by **7<sup>th</sup> January 2013**. Rates may be quoted as per prospectus basis for designing and printing of 5000 copies, 10000 copies and more.

(Prof. Ehsan A.Khan)  
Controller of Examinations and Admissions

**Note: The sealed envelope should be marked as “Expression of Interest for  
Designing & Printing of Prospectus-2013-14**

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**Specification and Terms & Conditions for designing and printing of  
Information & Prospectus-2013**

**Specification**

<b>Particular</b>	<b>Specification</b>
Colour	4 colour + 5 <sup>th</sup> colour (Metallic) on outer cover only
Size	11" x 8" (Length x Breadth)
Cover	4 pages, 300 gsm matt lamination. Imported art Card paper
Inside pages	130 gsm, matt finish, imported art card paper
No. of pages	100 pages text ± 4 and 4 pages cover
Binding	Hot glue binding
Quantity	<b>10000</b> Copies

**Terms and Conditions**

- The specifications given, as above should strictly be followed.
- The rates quoted should be per Prospectus and should include charges for packing and delivery. However, the Sales tax / VAT, wherever applicable should be shown separately as per the prevailing Govt. rates. In the absence of such a stipulation, it will be presumed that the rates include all such charges and no claim for the charge will be entertained. This University is not liable to pay any other charges over and above the rates quoted.
- The total printed Prospectus are to be delivered within 10 days after final approval of complete designing of the Prospectus failing which the charges/ penalty will be imposed as per Jamia Hamdard norms.
- All legal disputes arising if any, will be settled under jurisdiction of Delhi court only.
- CD/CDs of the final job in the Word and PDF format will also be given by the Designer & Printer.

(Prof. Ehsan A.Khan)

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