

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

JH/Admsn./2011

December 12, 2011

**Subject: Expression of Interest for Designing and Printing of  
Prospectus-2012-13**

Expression of Interest letters from the reputed Designers & Printers are invited for designing & printing of the **Bulletin of Information and Prospectus-2012-13** as per enclosed specifications latest by **16<sup>th</sup> December 2011**.

The interested parties may send their **Expressions of Interest** with quoting of rates (per copy of the Prospectus) as per the enclosed details of requirements to the undersigned latest by **16<sup>th</sup> December 2011**.

The Expression of Interest letters should be submitted in the envelope marked as **“Expression of Interest for Designing & Printing of Bulletin of Information and Prospectus-2012-13”**.

Sd/-  
(Prof. Ehsan Ahmad Khan)  
Controller of Examination and Admissions

Encl: As above

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**Terms & Conditions for designing and printing of Prospectus-2012  
Specification**

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	-	92 pages text ± 4 and 4 pages cover
Binding	-	Hot glue binding
Quantity	-	<b>5000 Copies.</b>

**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.

Sd/-  
(Prof. Ehsan Ahmad Khan)  
Controller of Examination and Admissions