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**CENTRE FOR DISTANCE & ONLINE EDUCATION (CDOE)  
JAMIA MILLIA ISLAMIA (JMI), NEW DELHI – 110025**

F.No. P-13/JAN/25/1

09 January 2025

**NOTICE FOR INVITING QUOTATIONS**

Sealed quotations from the approved/ recognised vendors/ suppliers are hereby invited for the following work in the Centre for Distance & Online Education (CDOE), Jamia Millia Islamia (JMI), New Delhi - 110025:-

S.No	Name of work	Description
1	<b>Photocopy with Perfect Binding</b>	<p>1. <b>Paper size:</b> Photocopy (black) on A4 size paper on both sides (Finished Size: 29.5cms X 21cms).</p> <p>2. <b>Paper for inner text:</b> 70 GSM with minimum 80% or more brightness – natural shadeprinting for inner pages: inner text will be in single color (black).</p> <p>3. <b>Perfect binding/Cover/ Title Pages:</b> 300 GSM finish lamination, 4 cover pages colour digital prints.</p> <p>4. <b>Type of binding:</b> perfect binding with section sewing (Less than 100 pages Centre pin binding)Printing source: soft copy (PDF)/ word file</p> <p><b>Packaging:</b> The printed books are to be packed in bundles of 15 / 25 / 50 / 100 books with plastic strip. Depends upon the size of the book or as required.</p> <p><b>Approximate quantity of books:</b> 2,000-2,500</p> <p><b>Approximate number of pages:</b> 2,50,000-3,00,000 both sides (=1.5 Lac sheets)</p>

*The tender is subject to the following term & conditions:-*

1. The payment will be made to the vendor/ *supplier* after supply/ providing the satisfactorily requisite works/ services. All terms and conditions as per agreement between JMI and vendor/ supplier.
2. The Vendor/ Supplier is required to supply the requisite works/ services within the given/ specified time limit, failing which the Hony. Director reserves the right to impose 10% cut in the payment of the vendor/ supplier towards penalty.
3. The vendor/ supplier is required to pay GST to the Govt. as per applicable rates and on time and quantity of books may increase or decrease as per SLM demand.
4. The period of this tender would be for 3 months or the Hony. Director reserves the right to terminate the Award/ Contract at any time without assigning any reason.

The interested vendors/ suppliers are required to submit their quotations in sealed envelope in the office of the Centre for Distance & Online Education by **24.01.2025 till 04:00PM**. The vendors/ suppliers who have already given their quotations earlier for the same are not under obligation to apply again. (Updated quotations are possible).

**(Prof. M. Moshahid Alam Rizvi)**  
Hony. Director

Hony. Director

Centre for Distance & Online Education  
Jamia Millia Islamia, New Delhi-110025

**Copy to:-**

1. Hony. Director, FTK (CIT) for website.
2. A.R. (Purchase & Store Section) for notice board.

*Atty*