

Issue date: 13<sup>th</sup> November, 2025, 3:00 pm  
Last date of Submission: 19<sup>th</sup> November, 2025, 4:00 pm

### **Printer Specifications for DOS TIMES – 2025**

#### **Particulars**

Size of DOS Times : 8.50' x 11.00' (width x length)  
Colour : (4+4) cover, 4 pages 4 colour

#### **Quantity**

Regular issues : 7000 copies (*5 issues of DOS TIMES*)

#### **Specifications**

No of pages : 84 with Cover  $\pm$  4 pages  
Outer cover : 250 GSM Imported art  
Lamination : Thermal Matt with Hybrid UV  
Paper inner : 90 GSM Imported art  
Method of printing : Offset Printing  
Binding : Section Perfect Binding  
Packaging/Envelopes : Printed seal king / Envelopes

#### **Terms & Conditions:**

1. Formatted files of DOS Times in Indesign software will be provided by the DOS Office
2. Cover page designing as per our requirement to be done by printers designer.
3. ***Designing/ formatting requirements*** to be done by the printer's designers for the magazine when deemed necessary.
4. Two final proofing on colour printout in dummy base.
5. Printing & dispatch of printing copies to be completed within 7 days
6. Penalty of Rs 2000/ per day in case of any delay beyond 7 days
7. Sticker pasting on magazines.
8. Delivery in Delhi.
9. Provide PDF file (editable) copy of magazine.
10. The executive will impose penalty on mistakes in printing as deemed fit by it.
11. The rates quoted by you will be valid for a period of one year from the date of receipt of work order
12. The committee reserves the right to accept or reject quotations without assigning any reasons.

#### **Documents required**

1. Name of Press & address
2. Two references
3. One sample of magazines printed by you
4. Copy of GST Number, PAN Number & last two years Audited Balance Sheet.
5. Permission for printing from the competent authority

*Please submit signed and sealed, the enclosed quotation completed along with a print on your letter head of your company to the address below*

**Delhi Ophthalmological Society  
A-23, 1<sup>st</sup> Floor, Green Park Main,  
New Delhi – 110016  
Ph. : +91-011-43018576**

Issue date: 13<sup>th</sup> November, 2025, 3:00 pm  
Last date of Submission: 19<sup>th</sup> November, 2025, 4:00 pm

Date:

**FORM OF QUOTATION**

Company Name : \_\_\_\_\_  
Company Owner Name : \_\_\_\_\_  
Complete address : \_\_\_\_\_  
Office Numbers : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_  
Email Id : \_\_\_\_\_  
Press Name & address : \_\_\_\_\_  
: \_\_\_\_\_  
Experience in Year : \_\_\_\_\_  
GST Number : \_\_\_\_\_  
PAN Number : \_\_\_\_\_  
Attached one sample of magazines : \_\_\_\_\_

**Quotation**

**Regular issues (7000)**

Additional 4 Colour Pages for regular issues (Minimum 4 Pages)  
Additional Single Colour Pages Regular issues (Minimum 4 Pages)

**Rupees**

:Rs. \_\_\_\_\_ (Per copy)\*  
:Rs. \_\_\_\_\_ (Minimum 4 Pages)\*  
:Rs. \_\_\_\_\_ (Minimum 4 Pages)\*

\*As per Govt. Taxes

**First Reference**

Name : \_\_\_\_\_  
Mobile : \_\_\_\_\_

**Second Reference**

Name : \_\_\_\_\_  
Mobile : \_\_\_\_\_

**DECLARATION**

I certify that I have read the terms and conditions for printing Magazines of DOS Times and am willing to accept them.

*Signature with Company Stamp*