



MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref. No. MT _____

Dated:-05-12-2017

Website Copy

Dear Sirs,

Sealed quotations are invited by the College to print the following items, as detailed below:-

| S.No. | Items | Qty. |
|-------|--------------------------|--|
| 1. | Stock Register | 10 Nos |
| 2. | Stock Issue Register | 10 Nos. |
| 3. | Medical Form | 500 Nos. |
| 4. | Medical Certificate A | 10 Pads (100 leave each pad) |
| 5. | Desk Calendar | 250 Nos. |
| 6. | Joining Performa | 20 pads (100 leave each pad) |
| 7. | Casual Leave Form | 25 pads (100 leave each pad) |
| 8. | Refreshment coupon | 25 Nos. pads each colour (Red/yellow & blue) |
| 9. | Duplicate Medical I.Card | 100 Nos. |
| 10. | Staff I.Card | 400 Nos. |

Vendors are requested to please inspect the sample for assessing the size and quality of paper before quoting the rates for the above items. Please note that GST, VAT/TAX, Cartage, etc., if any, must be quoted separately.

However, if it is found that the material used to print the above material is of sub-standard quality or the final product is not according to the sample shown by the College, the Principal/Committee may impose a fine and/or the payment may be withheld fully or partly and/or the order will be treated as cancelled. In that case the firm is required to take back the rejected material on its own expenses. The decision of the Principal/Committee in this regard shall be final and binding on the firm, depending upon the circumstances. The Principal reserves the right to reject some or all the quotations, without assigning any reasons, thereof.

Mentioning of GST/TIN/PAN is mandatory, as per the Govt. Policy.

The sealed quotations duly super-scribed "Quotation for printing above items must reach to the College on or before 18th December 2017.

Yours faithfully,

Prakash Chandra Chopra

(Dr. Administrative Officer)

Maitreyi College
Chanakya Pur, New Delhi-110021