



MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref.No. MT/2019/ 1436

Dated:- 15.02.2019

To

Dear Sirs,

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

<u>S.No.</u>	<u>Name of the items</u>	<u>Qty.</u>
1.	Student Attendance Register	600 Nos.
2.	Student medical form	20 pads (100 leaves each)
3.	Prize Distribution Slips	10 pads (100 leaves each)
4.	Duplicate Identity Cards (Students)	500 Nos.
5.	Casual / Compensatory Leave Register	10 Nos. (250 leaves each)
6.	Stock issue Register	05 Nos. (500 leaves each)
7.	Medical Card	400 Nos.
8.	College Directory	300 Nos.
9.	I. card for Teaching & non-Teaching Staff	300 Nos.
10.	Stock Register	05 Nos. (500 leaves each)

Earnest Money Deposit of Rs. 7500 /- (Seven Thousand Five Hundred Only) in the form of Bank Draft from Nationalized Bank in favour of Principal Maitreyi College. Bidders are required to mention the details of EMD in the quotation letter.

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 and Cartage etc., if any , must be quoted separately.



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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 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 must reach the College on or before 05.03.2019.

Yours faithfully,

(Dr. Haritma Chopra)

Offg./Principal

Copy to : S.O. (A/Cs) for information and n.a.

Offg. Principal