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# MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,  
CHANAKYAPURI,  
NEW DELHI-110021

Ref.No. MT/2020/ 1808

Dated:- 28.02.2020

To

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Dear Sirs,

Sealed quotations are invited by the College to print the Annual Report as detailed given below:-

<u>S.No.</u>	<u>Name of the items</u>	<u>Qty.</u>
1.	Annual Report (Offset Printing) (44 Text Pages + 12 Colour Photograph Pages + Cover Page As per sample)	300 Nos.

Earnest Money Deposit of Rs. 1200/- (one Thousand 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 item. Please note that GST and Cartage etc., if any, must be quoted separately.

**Please also note that before final Printing, sample must be got approved by the College Authority.**

However, if it is found that the material used to print the above item 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 20.03.2020.

Yours faithfully,

(Dr. Haritma Chopra)

Offg. Principal