



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited B++

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGND/ADMA/21/8525

Dated: 5/8/2021

Quotation Invitation Notice for printing of Stationary items

Sealed Quotations are invited from experienced printers for the printing of college Stationary Items, the specifications for which are given under:

S.No.	Items
1.	Conveyance Bill 100 each
2.	statement of imprest Accounts pad of 100 each
3.	Permission of Expenditure pad 100 each
4.	Application for claiming refund of security on Ledger green paper double
5.	Medical Certificate A Pads of 100 each
6.	Leave application pad 100 Leaves
7.	Reimburesemnt of Medical Bill Gree Ledger paper 100 each
8.	Letter Head pad of 100 each
9.	Envelopes without window in two colour pringing (per thousand)
10.	Envelopes with Window (Per thousand)
11.	Turorial Sheets (Each)
12.	Files (Each)
13.	Files with clothes (Each)
14.	Attendance Register for student
15.	Accounts record File
16.	Certificate (With details)
17.	Certificates (Without Details)
18.	Flex / Banner (With Frame)
19.	Flex / Banner (Without Frame)
20.	Colour print of books
21.	Book Binding

Kindly note the following points for submitting the quotation:

1. The quotation should consist of Proforma Invoice/ Financial quotation provided in a sealed envelope.
2. The Quotation/ Proforma Invoice should clearly indicate the unit price of the item, taxes applicable, discount (if any), and any other incidental charges. Amount should be mentioned in Indian Rupees (INR).

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3. Since the payment will be made through RTGS/NEFT/Bank transfer mode, vendors should also provide the correct account details in the Quotation/ Proforma Invoice. Payment will be made after the delivery and installation of the items. Vendor should also provide a copy of PAN card and GST registration certificate.
4. The college/Principal reserves the right to reject/accept any or all quotation without assigning any reason thereof. The college/ Principal also reserves the right for changing the quantity to be printed or specifications, as per its discretion.

The sealed quotations may be sent to the office of the **Principal, Sri Guru Nanak Dev Khalsa College**, Dev Nagar, Karol Bagh, New Delhi 110005 on or before 9.08.2021 by 3:00 pm. Quotations will be opened on **11.08 2021** at 1:00 pm



(Dr. Gurmohinder Singh)
Oftg. Principal