



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

**NAAC Accredited B++**

DEV NAGAR, NEW DELHI-110 005

Celebrating 550<sup>th</sup> Birth Anniversary of Sri Guru Nanak Dev Ji

Ref. No.: SGND/Admn/19/8041

Dated: 21/09/19

**Sub:** Quotation Invitation Letter for purchase of stationary items

Sealed quotations are invited from authorized vendors for the purchase of following stationary items:

S.No	Item Description
1.	Conveyance Bill
2.	Statement of imprest Accounts
3.	Permission of expenditure pad of 100 each
4.	Application for claiming of refund of security on Ledger green paper double
5.	Certificate A pads of 100 each
6.	Certificate B pads of 100 each
7.	Leave application Pads of 100 each
8.	Reimbursement of Medical Bill Green Ledger paper
9.	Letter Head of 100 each
10.	Envelopes without window in two colour printing
11.	Envelopes with window
12.	Brown medium sized envelopes
13.	Tutorial sheets
14.	Files
15.	Files with clothes

Quotation should consist of financial bid/proforma invoice mentioning the unit price of the above items along with a copy of PAN card and GST registration certificate. Since the payment will be made through RTGS/NEFT/Bank transfer mode, the correct account details should also be mentioned in the financial bid. Payment will be made after delivery of the items. On top of the envelope, "Quotation for Stationary items" should be duly super-scribed. The college/Principal reserves the right to reject/accept any or all quotation without assigning any reason thereof. The college also reserves the right for deciding the final quantity of the items to be purchased 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 25<sup>th</sup> September, 2019 latest by 3:00 pm.

  
Dr. Gurmohinder Singh 21/9/19  
(Oftg. Principal)