



MAITREYI COLLEGE
(UNIVERSITY OF DELHI)

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BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref. No. MT/2019/1334-A

Dated: 28.11.2019

To

The Director,
Deptt. Of Computer Centre,
University of Delhi North Campus,
Delhi-110007.

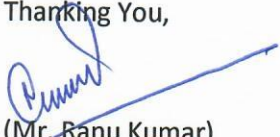
Subject: Uploading of Quotation Letter on University Website.

Dear Sir,

This is to inform you that this college is inviting Quotation for Printing of Student Attendance Register, Service Book, Time Table Performa etc. And for this purpose this college needs to upload the invitation of Quotation Letter on the Website of Delhi University.

In order to facilitate the same, we are enclosing the hard copy and soft copy of invitation of quotation letter for your necessary action.

Thanking You,


(Mr. Ranu Kumar)
Offg. Admn. Officer



MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref.No. MT/2019/ 1334-A

Dated:- 28.11.2019

Dear Sirs,

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

<u>S.No.</u>	<u>Name of items</u>	<u>Qty.</u>
1	Leave Application Form (For Teaching/Non-Teaching)	50 Pads (100 leaves each)
2	Time Table Performa (Big)	10 Pads (100 leaves each)
3	Medical Form (4 page each)	10 Pads (100 leaves each)
4	Children Education Allowance Form	10 Pads (100 leaves each)
5	HTC/LTC Advance/Claim Form	10 Pads (100 leaves each)
6	Student Attendance Register	400 Nos.
7	Service Book (For Teaching/Non-Teaching)	250 Nos.

Earnest Money Deposit of Rs. 5000/- (Five Thousand Rupees Only) in the form of Bank Draft from any 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 quote the rate item-wise but the work will be awarded on the basis of overall rate of all items. 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.

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 18.12.2019.

Yours faithfully,

(Dr. Haritma Chopra)

Offg. Principal