



# Shyam Lal College (Evening)

(University of Delhi)

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Ref.No SLCE/2023-24 \_\_\_\_\_

Dated: 30.10.2023


## Subject:- Quotation for Printing and Supply of the College Stationery.

The College is inviting sealed quotations for printing & supply of the College Stationery items from the experienced vendors. The sealed envelop duly superscribed the "Quotation for printing & supply of the College Stationery" shall be reached the College Office latest by 16.11.2023 upto 5.00 p.m. as per the specifications given below:-

| S. No | Particular                            | Quantity    | Paper In GSM | Size (Height X Width) | Printed Pages   |
|-------|---------------------------------------|-------------|--------------|-----------------------|---|
| 1     | Student Fee Register                  | 05 Register | 100          | 15" X 13"             | 250 pages per Register (with Serial Number)                                       |
| 2     | Salary Register                       | 06 Register | 100          | 16" X 13"             | 150 Leaf per Register (with One Side Serial Number and with Alphabetically Index) |
| 3     | Pension Register                      | 02 Register | 100          | 13" X 8"              | 250 pages per Register (with Serial Number and Alphabetically Index)              |
| 4     | Medical Re-imburement Record Register | 02 Register | 100          | 15" X 10"             | 250 pages per Register (with Serial Number and Alphabetically Index)              |
| 5     | Leave Record Register (CL)            | 06 Register | 100          | 13" X 8"              | 200 pages per Register (with Serial Number and Alphabetically Index)              |
| 6     | Leave Record Register (EL/ML)         | 04 Register | 100          | 15" X 10"             | 200 pages per Register (with Serial Number and Alphabetically Index)              |
| 7     | Attendance Register                   | 06 Register | 100          | 13" X 8"              | 100 pages per Register (with Serial Number)                                       |

1. Printing and supply will be F.O.R. to College.
2. All the above items shall be supplied within ten days from the final approval of the draft copy.
3. Please note that GST/TAX, if any must be quoted separately.

If it is found that the material used to print the above stationery items is of sub-standard quality or the final product is not according to the sample shown to the College, the College may impose a fine and/or the payment may be withheld fully or partly and/or the order will be treated as cancelled to that case, the firm is required to take back the rejected material on its own expenses. The decision of the College in this regard shall be final and binding. The principal reserves the right to reject any or all the quotations without assigning any reason.

  
(Prof. Hemant Kukreti)  
Principal (OSD)

Encls: Specimen Attached