



# MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,  
CHANAKYAPURI,  
NEW DELHI-110021

Ref.No. MT/2023/ 777-A

Dated:- 25.11.2023  
28

To

WEBSITE

Dear Sir,

Sealed quotations are invited by the College to print the following items:-

<u>S.No.</u>	<u>Name of the items</u>	<u>Qty.</u>
1.	Dispatch Register (Bilingual)	06 nos. (300 pages)
2.	Diary Register (Bilingual)	10 nos. (300 pages)
3.	A4 Letter Head (Bilingual)	20 pad (100 in each pad)
4.	Legal Letter Head (Bilingual)	15 pad (100 in each pad)
5.	Leave Application Form (Bilingual)	50 pad (100 in each pad)
6.	Medical Reimbursement Register	06 nos. (300 pages)
7.	Clearance Form	50 pad (100 in each pad)
8.	Student Medical Form	25 pad (100 in each pad)

## Bid Security/EMD Payment:-

**Earnest Money Deposit of Rs. 1000/- (Four 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 invitation letter.**

Vendors are requested to 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. 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 items is of sub-standard quality or the final product is not according to sample shown by the College, the Principal/ Committee may impose a penalty 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 15.12.2023

Yours faithfully,

Prof. Haritma Chopra

Offg. Principal