

MOTI LAL NEHRU COLLGE :BENITO JUAREZ MARG : NEW DELHI-110021

Date : 24.05.2019

SEALED QUOTATIONS ARE INVITED FOR THE PURCHASE OF THE FOLLOWING STATIONERY ITEMS IN THE COLLEGE. PLEASE WRITE TOP OF THE ENVELOP "QUOTATION FOR STATIONERY ITEMS". YOU MUST ENCLOSE A COPY OF PAN NUMBER & GST NUMBER OF YOUR FIRM.

S.No	NAME OF THE ITEM	QTY. REQUIRED	RATE (EACH)	AMOUNT
1	File Cover by printing	5000/-		
2	House Exam Answer Sheet 8 Page	30,000/-		
3	House Exam Answer Sheet 4 Page	10,000/-		
4	Letter Head Big A-4 Size	2000 /-		
5	Letter Head Medium,	2000/-		
6	Envelop 10"x12"	5000/-		
7	Envelop 10"x14"	3000/-		
8	Envelop 10"x5"	5000/-		
9	Envelop 10x4.5"	5000/-		
10	Envelop 9"x4"	5000/-		
11	Attendance Register (Teacher)	250 nos		
12	Dispatch Register	12 pcs		

Term & Conditions:-**1. The rates should be included all the taxes/GST/Freight etc.**

- Payment will be made by RTGS/NEFT within 15 days after supply the items.All payment will be subject to deduction of taxes at source as per applicable rules.
- Supply of the items will be done in the College with in a week time from the placement of Purchase Order by the College.
- Quotation should reach to Principal, Motilal Nehru College, Benito Juarez Marg, New Delhi-110021 through Registered/Speed post or dropped in the Box available in the Office latest by 3.06.2019 up to 1.00 p.m. & the same will be open on 3.06.2019 at 2.00 a.m.
- The bidders are strictly required to attach a copy of GST/VAT registration certificate of the firm, otherwise bid/quotation will be deemed rejected.
- In complete/conditional quotation will not be accepted.
- On inspection, if the material is not found as per the specification or any item is found damaged the same shall be rejected. In case of rejection of the materials, no payment will be made for the rejection item.
- In the event of any dispute arising between the parties hereafter referred as Motilal Nehru College and Supplier/Dealer in respect of or connected with this quotation in all such matters the venue of proceedings will be Delhi and only Delhi or appropriate Courts will have jurisdiction over the same.
- Principal, Motilal Nehru College reserves the right to accept or reject any or all offer without assigning any reason thereof.
- Interested parties can see the sample in the office before Quoting the rates.


Officiating Principal

Copy to : Delhi University & College website.

Authorized Signature & Stamp of firm/Co.