



मोतीलाल नेहरु कॉलेज Motilal Nehru College

(दिल्ली विश्वविद्यालय)
(University of Delhi)

संदर्भ : एमएनसी/बीजेएम/
Ref. : MNC/BJM/ 2021/ 783

बेनीतो हुआरेज मार्ग
नई दिल्ली-110021
Benito Juarez Marg,
New Delhi-110021

Date- 17.02.2021

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 FIRMS.

S.No	NAME OF THE ITEM	QTY. REQUIRED	RATE (EACH)	AMOUNT
1.	File Cover with Printing	5000/-		
2.	Letter Head A4 Size	5000/-		
3.	Letter Head Medium	2000/-		
4.	Attendance Register (Teacher)	250 nos		
5.	Dispatch Register	15 nos		
6.	Attendance Register (Admin)	12 nos 50 pages		
7.	Application Form LTC/HTC For Advance	5000/		
8.	WUS Health Centre (WUSHC)	5000/-		
9.	Medical Form (Covering Page)	5000/-		

Term & Conditions :-

1. The rates should be Included all the taxes /GST/ Freight etc.
2. Payment all 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.
3. Supply of the items will be done in the college with in a week time from the placement of purchase order by the college.
4. Quotation should reach to Principal, Motilal Nehru College, Benito Juarez Marg, New Delhi- 110021 through Registered/ Speed post of dropped in the Box available in the office latest by **01.03.2021 up to 1.00 pm & the same will be open on 01.03.2021 at 2.00,am.**
5. The bidders are strictly required to attach & copy of GST/ NAT registration certificate of the firm otherwise bid/ quotation will be deemed rejected.
6. In complete/ conditional quotation will not be accepted.
7. On inspection it the material is not found as per the specification of any item is found damaged the same shall be rejected In case of the materials. no payment will be made for the rejection item.
8. In the event of any dispute arising between the parties hereafter eferred as Moti Nehru College and Supplier /Dealer in respect in respect of the connected with this quotation tin all such matters the venue of proceedings well be Delhi and only Delhi of appropriate Courts wil have jurisdiction over the same.
9. Principal Moti Lal Nehru College reserves the right to accept of reject any or all offer without assigning any reason thereof.
10. Interested parties can see the sample in the officer before Quoting the rates.

Shrivastava
19.2.2021

Officiating Principal

Copy to: Delhi University & College website.

Authorized Signature & Stamp of firm Co.