



**MAITREYI COLLEGE**  
(UNIVERSITY OF DELHI)

Tel. : 24673815  
Fax : 24101053  
E-mail : maitreyi1967@yahoo.co.in

BAPU DHAM COMPLEX,  
CHANAKYAPURI,  
NEW DELHI-110021

Ref. No. MT/2019/ 1568

Dated: 05.03.2019

To

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

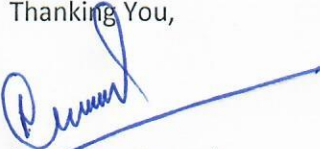
**Subject: Uploading of Quotation Letter on University Website.**

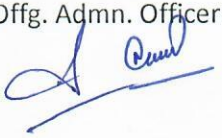
Dear Sir,

This is to inform you that this college is inviting Quotation for Printing of Annual Report, Academic Merit Certificates & Certificate of Appreciation. 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/ 1568

Dated:- 05.03.2019

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

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

<u>S.No.</u>	<u>Name of the items</u>	<u>Qty.</u>
1.	Annual Report (32 Page + 16 Photographs Pages + Cover Page)	300
2.	Academic Merit Certificates	200
3.	Certificates of Appreciation	400

Earnest Money Deposit of Rs. 1000 /- (one Thousand Only) in the form of Bank Draft from 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 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.

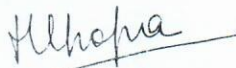
Please also note that before final Printing each item must be got approved by the College Authority.

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 26.03.2019.

Yours faithfully,



(Dr. Haritma Chopra)

Offg. Principal

