



आत्मा राम सनातन धर्म कॉलेज ATMA RAM SANATAN DHARMA COLLEGE

ACCREDITED GRADE 'A' BY NAAC

All India 5th Rank By NIRF (MHRD)

(दिल्ली विश्वविद्यालय) (University Of Delhi)

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संदर्भ सं / Ref. No. ... 829 ...

दिनांक / Date 27.12.18

Sub: Printing of Stationery and Registers etc. – request for quotation thereof (2018-2019).

Dear Sir,

Sealed quotations are invited for the Printing and supply of Stationery and Registers etc. in (bilingual language i.e. Hindi and English) for the College. A brief description of the each item is given in the list enclosed.

Suppliers are requested to please quote their rates as per the nature of item shown in the list.

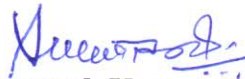

Only standard quality of paper as per given specification to be used. Also, please enclose the sample of the paper to be used and specify its weight and name of the mill etc. Quotations can be rejected in case the sample of the paper along with requisite description is not enclosed.

The College reserves its right to accept or reject any or all of the quotations received without assigning any reason for the same and also to split the order to more than one firm.

Your quotations on your firm's letter head, giving rates, mode of delivery, taxes etc., if any, along with samples of the paper should reach the College Office immediately, but in no case later than **the 10.08.2018 by 3.00 P.M.** Sample of individual item, can be seen by contacting **Mr. Rajesh Kumar, Senior Assistant** in the College office on any working day between **10.00 A.M. and 4.00 P.M.** (Monday to Friday). Quotations received without sample or after due date will be rejected. **Envelope should be marked "Quotation for Printing of Stationery and Register etc. (Hindi and English language) 2018-19.**

Thanking you,

Yours sincerely


(Dr. Gyantosh Kumar Jha)
Principal 

Sr. No.	Description	Bilingual Language	Size	Qty.
1	House Examination Tutorial/Preceptorial sheets (8 pages sheets as per our sample) ruled white paper 7.4 Kg. Ballarpur	Hindi & English	9'x11'	50000 Nos.
2	Window Envelope on 100 GSM sunlit paper	Hindi & English	9" x 4"	4000
3	Window Envelope on 100 GSM paper	Hindi & English	11" x 5"	4000
4	College Letter Head (Small) Executive bond paper 90 GSM (as per our sample)	Hindi & English	8 ½" x 10"	10 pads
5	College Letter Head (Medium) Executive bond paper 90 GSM (as per our sample)	Hindi & English	9 ½" x 12 ½" "	60 pads
6	Casual Leave Forms (each pad containing 100 sheets) Fine quality of white paper (Maplitho 80 GSM single colour printing one side)	Hindi & English	8 ½" x 13"	60 Pads
7	Sanction Forms : (each pad containing 100 sheets) fine quality (90 GSM ledger paper single colour printing one side)	English	<u>17x27</u> 4	20 pads
8	Bill Forms : (each pad containing 100 sheets) fine quality (90 GSM ledger paper single colour printing one side)	Hindi & English	<u>17x27</u> 4	20 pads
9	Note Sheets Pad (Green colour) (each pad containing 100 sheets) Fine quality (90 GSM ledger paper single colour printing one side) (As per our sample)	Hindi & English	<u>17x27</u> 4	20 pads
10	Re-imburement of Medical Bills form (Each pad containing 50 sets of 5 pages) 70 GSM Maplitho white paper both side printing (proforma – A)	English	<u>17x27</u> 5	40 pads
11	Salary register sheet T punch (as per our sample) Ledger 100 GSM	English	15" x 20"	500 Nos.


Principal
A.R.S.D. College
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