



Lady Shri Ram College For Women
(UNIVERSITY OF DELHI)

INVITATION OF RATES / QUOTATION FOR THE COLLEGE LETTER HEAD – BI-LINGUAL

ADMIN/LSRC/2018/345-A

Date: 06.09.2018

College Letter Heads – Bi-lingual – Big Size	
1.	Length – 11.5"
2.	Width – 8.5"
3.	Paper quality – Excel Bond
4.	Paper weight – 85 gsm. Each sheet
5.	Quantity Required: 10000 sheets.
College Letter Heads – Bi-lingual – Small Size	
a)	Length – 10.5"
b)	Width – 7.5"
c)	Paper quality – Excel Bond
d)	Paper weight – 85 gsm. Each sheet.
e)	Quantity Required: 10000 sheets.

Note:

- The contract shall be for the full quantity of any part as described above. Correction, if any, shall be made by crossing out, initialing dating and re-writing.
- All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
- Taxes should be show separate in the quotation and invoice.
- Material / items / Paper etc quality should be get approved by the College before placing the quotation / rates.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account
- The prices should be quoted in Indian Rupee only.
- Each bidder shall submit only one quotation.
- Payment 100% on successful works / delivery.
- You are requested to provide your offer latest by 17:00 hours on or before 24.09.2018.
- All risk will be pertain vendor only.
- Vendor should manage are resources and not to demand any item / help from the College.
- Quotation should be super-scribed as "Quotation for printing Letter Heads"
- Quotation should address to "The Principal, Lady Shri Ram College for Women, New Delhi – 110024"

