



Lady Shri Ram College For Women
(UNIVERSITY OF DELHI)

LSRC/Admin/2018/0414

Date: 12.10.2018

INVITATION OF RATES / QUOTATION FOR LIBRARY STATIONARY ITEMS.

S.No.	Item Name	Qty.	Item Details / Specifications.
1.	Book Cards	2500	Size 3"x5" Printing on both side as per our same on Indian Cards Stock. Heavy Weight
2.	Book Pocket	2500	Bag Shaped, Printing as per our samples.
3.	Due Date Slips	2500	Printing will be done as per our samples on High quality white paper.
4.	Barcode Labels	10000	Size 50mm x 25mm. Paper self adhesive.
5.	Transparent Labels	10000	Size 1.75" x 2.75" self adhesive.

Note:

- The contract shall be for the full quantity of any part as described above.
- 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.
- Paper / label paper type, size and 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 after visit the College for samples.
- Payment 100% on successful deliver of items.
- The bidder will provide the transit insurance of the goods. (if any)
- You are requested to provide your offer latest by 17:00 hours on or before 22.10.2018.
- All quotation should be addressed to "Principal, Lady Shri Ram College For Women, Lajpat Nagar, New Delhi – 110024", super scribed as "Quotation for Library Stationary Items"


Administrative Officer
