



MAITREYI COLLEGE

(UNIVERSITY OF DELHI)

BAPU DHAM COMPLEX,
CHANAKYAPURI,
NEW DELHI-110021

Ref.No. MT/2023/ 146-A

Dated:- 28.04.2023

To

Dear Sirs,

Sealed quotations are invited by the College to print the Annual Report as detailed given below:-

<u>S.No.</u>	<u>Name of the items</u>	<u>Qty.</u>
1.	Annual Report (Offset Printing) (Approx. 104 Pages + 16 Multi Coloured Pages+ Cover page Four Colour on 300 GSM Art Paper+ Inside Paper Quality: 130 GSM+ Size:- 8.5"x11" Perfect Binding)	300 Nos.


Vendors are requested to please inspect the sample for assessing the size and quality of paper before quoting the rates for the above item. Please note that GST and Cartage etc., if any, must be quoted separately. **Please also note that before final Printing, sample must be got approved by the College Authority. The quantity and number of pages may be increase/decrease as per requirement.**

However, if it is found that the material used to print the above item is of sub-standard quality or the final product is not according to sample shown by the College, the Principal/ Committee may impose a penalty 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 12.05.2023.

Yours faithfully,


Prof. Haritma Chopra
Offg. Principal
