



आत्मा राम सनातन धर्म महाविद्यालय ATMA RAM SANATAN DHARMA COLLEGE



ACCREDITED GRADE 'A' BY NAAC

All India 14th Rank By NIRF (MHRD)

(दिल्ली विश्वविद्यालय) (University Of Delhi)

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संदर्भ सं / Ref. No.179.....

दिनांक / Date27/08/2020.....

TENDER NOTICE

FOR

Printing of Stationery (2020-21)

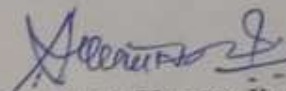
Sealed quotations are invited for the Printing and supply of Stationery in (bilingual language i.e. Hindi and English) for the College. A brief description of the each item is given in the list enclosed.

Suppliers are requested to please quote their rates as per the nature of items 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 **11.09.2020 (Friday) by 3.00 P.M.** Sample of individual item, can be seen by contacting in advance to **Mr. Rajesh Kumar, Senior Assistant (Mob. No. 9868079881)** in the College office on any working day between 10.00 A.M. and 2.00 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 (Hindi and English language) 2020-21."


(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'	60000 Nos.
2	College Letter Head (Legal size) Executive bond paper 90 GSM (as per our sample)	Hindi & English	$\frac{17 \times 27}{4}$	10 pads
3	College Letter Head (Medium) Executive bond paper 90 GSM (as per our sample)	Hindi & English	9 ½" x 12 ½"	30 pads
4	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"	20 Pads
5	Sanction Forms : (each pad containing 100 sheets) fine quality (90 GSM ledger paper single colour printing one side)	English	$\frac{17 \times 27}{4}$	20 pads
6	Bill Forms : (each pad containing 100 sheets) fine quality (90 GSM ledger paper single colour printing one side)	English	$\frac{17 \times 27}{4}$	20 pads
7	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	$\frac{17 \times 27}{4}$	20 pads
8	Re-imburement of Medical Bills form (Each pad containing 100 sets of 2 pages) fine quality (100 GSM ledger paper single colour printing both side)	English	$\frac{17 \times 27}{4}$	20 pads
9	Envelops window size (as per sample)	English Hindi		4000 Nos.
10	Envelops window size (as per sample)	English Hindi		6000 Nos.
11	Salary register pages with covered folder (as per sample)	English		500 Nos.
12	Re-imburement of child education allowances (Each pad containing 100 sets of 1 page) fine quality (100 GSM ledger paper single colour printing)	English	8 ½" x 13"	10 pads
13	Security refund form (as per sample)	English	8 ½" x 13"	20 pads
14	File cover (as per sample)	English		6000 nos.
15	Dispatch register with leather binding (each register containing 200 pages fine quality (100 GSM ledger paper single colour printing)	English Hindi		10 nos.

