

**MOTILAL NEHRU COLLEGE: BENITO JUAREZ MARG: NEW DELHI**

MNC/BJM/2015/

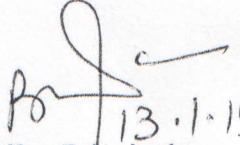
Date: 12.01.2015

Sealed quotations are invited for the following printing items in the College. The details of the same are as under:-

S.No.	Name of Item	Specification	Qty. Required
1	File Cover	Size 10" x 14" Shirpur Paper Mill Card 31.5 Kg. with Cloth Binding and Ring	5000
2	Master Register	Size 15" x 20" Ledger Paper 95gsm Full Rexine Binding 200 Sheets	20
3	Letter Pad	Size 7" x 9" 100gsm Ex. Bond Paper Screen Printing	5000
4	Letter Pad	Size A-4 100gsm Ex. Bond Paper with Screen Printing	5000
5	Envelop	Size 9"x4" White Sunshine 120gms with Screen Printing	5000
6	Envelop	Size 10"x4.5" White Sunshine 120gms with Screen Printing	5000
7	Envelop	Size 11"x5" White Sunshine 120gms With Screen Printing	5000
8	Envelop	Size 10"x12" Yellow (BOPP) Laminated Shirpur Paper with Screen Printing	5000
9	Envelop	Size 10"x14" Yellow (BOPP) Laminated Shirpur Paper with Screen Printing	5000
10	Envelop	Size 12"x16" Yellow (BOPP) Laminated Shirpur Paper with Screen Printing	5000
11	Leave Application	Size 9" 7" T.A. Balarpur Paper 80gsm	5000
12	Leave Memo	Size 9" 7" T.A. Balarpur Paper 80gsm	5000
13	Attendance Register for staff	Size 13"x17" Ledger Paper 95gsm for Staff Full Rexine Binding 150 Sheets	20
14	Leave Register	Size 13"x17" Ledger Paper 95gsm Full Rexine Binding 300 Sheets	10
15	Indent Form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
16	LTC/HTC Advance form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
17	LTC claim Form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
18	Medical Form	Size 8"x13" (4 Pages) T.A. Balarpur Paper 80gsm	2000
19	Conveyance Advance form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
20	Festival Form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
21	P.F. Advance Form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
22	P.F. Non-refundable form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
23	Refund of security form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000

24	Medical Certificate-B	Size 8"x13" (6 Pages) T.A. Balarpur Paper 80gsm	2000
25	Medical Re-imburement form for pensioner	Size 8"x13" (6 Pages) T.A. Balarpur Paper 80gsm	2000
26	Medical Re-imburement form for regular employee	Size 8"x13" (6 Pages) T.A. Balarpur Paper 80gsm	5000
27	Conveyance Form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
28	General Advance Form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
29	Imprest Re-imburement form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
30	Children Education Allowance Form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
31	Life Certificate for pensioner	Size 8"x13" T.A. Balarpur Paper 80gsm	1000
32	Undertaking form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
33	Undertaking for shortage of attendance	Size 8"x13" T.A. Balarpur Paper 80gsm	5000
34	Overtime form	Size 8"x13" T.A. Balarpur Paper 80gsm	2000
35	Daily routine work diary	Size 8"x13" Ledger Paper 95gsm Full Lather Binding 100 Sheets	24 Nos.

You may also enclose a copy of PAN number of your firm along with the quotation. Please write <sup>on</sup> top of the envelop "**Quotation for Printing Stationary items**". Your quotation should reach to the under signed latest by Thursday, 22<sup>nd</sup> January, 2015 up to 2.00 P.M..

  
13.1.15  
Offtg. Principal