

MOTILAL NEHRU COLLEGE : BENITO JUAREZ MARG : NEW DELHI-21

MNC/BJM/2014/1921

Date : 08.02.2014

Dear Sir/Madam,

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

S.No.	Description	Qty.
1.	Leave Application Form :- Size (9"X7") 70Gsm TA white paper pad binding 100 in each pad	20 pad
2	Envelop : Size 10X14 inch yellow BOPP lamination	2000 Nos.
3	Envelop: Size 4X9 inch White 100gsm Sunshine paper with Screen Printing	3000 Nos.
4	Envelop: Size 5X10 inch White 100gsm Sunshine paper with Screen printing	2000 Nos.
5	File Cover : (10X14) inch Shirpur paper Mill Card 31.5 Kg with Cloth Binding & Ring	3000 Nos.
6	Letter Pad (Big) A-4 80 gsm Executive Bond Paper with Screen Printing	30X100 Pad
7	Letter Pad (Small) 9"X7" 80gsm Executive Bond Paper with Screen printing	20X100 Pad
8	Attendance Register (Staff) 8.5"X13.5" on 95gsm Ballarpur Ledger Paper & Good Quality Binding	10X150 Page
9	Leave Record Register 8.5"X13.5" on 95gsm Ballarpur Ledger Paper & Good Quality Binding	6X300 Page
10	Dispatch Register 8.5"X13.5" on 95gsm Ballarpur Ledger Paper & Good Quality Binding	6X300 Page
11	Stock Register 8.5"X13.5" on 95gsm Ballarpur Ledger Paper & Good Quality Binding	6X400 Page
12	Students Record Register 10"X15" on 95gsm Ballarpur Ledger Paper & Good Quality Binding	10X400 Page
13	Leave Memo Form :- Size (9"X7") 70Gsm TA white paper pad binding 100 in each pad	20 Pad

The quotation should reach to the undersigned latest by 18th February, 2014 up to 5.00 p.m.

"Quotation for Printing Items" should be written top of the envelop. You may also enclose a copy of PAN/TAN number of your firm. Mode of payment: after delivery the items in the College.

Yours faithfully,


11-2-14
Acting Principal