



# SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited A

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGNDK/ADMIN/25/10326

Dated: 10/11/2025

## Quotation Invitation Notice for printing of Identity cards

Sealed Quotations are invited from experienced printers for the printing of College Identity cards. the specifications of which are given below:

S. No	Description	Specification
1	Identity card/Pensioner card/ Medical Card	<i>Size: approx. 90mm X 60mm Two side multi-colour printing, PVC sheets. with round corners, both side printing, scanning of photographs, signature on card holder, signature of authority with details. Lamination and barcode on each card.</i>

Kindly note the following points for submitting the quotation:

1. The quotation should consist of Proforma Invoice/ Financial quotation provided in a sealed envelope.
2. The Quotation/ Proforma Invoice should clearly indicate the unit price of the item, taxes applicable, discount (if any). and any other incidental charges. Amount should be mentioned in Indian Rupees (INR). The prices quoted and approved by the LI vendor will remain valid for a duration of one year.
3. Since the payment will be made through RTGS/NEFT/Bank transfer mode, vendors should also provide the correct account details in the Quotation/ Proforma Invoice Payment will be made after the delivery and installation of the items. **Vendor should also provide a copy of PAN card and GST registration certificate.**
4. The college/Principal reserves the right to reject/accept any or all quotation without assigning any reason thereof. The college/ Principal also reserves the right for changing the quantity (number of copies and pages) to be printed or specifications. as per its discretion

The sealed quotations may be sent to the office of the Principal, Sri Guru Nanak Dev Khalsa College. Dev Nagar, Karol Bagh, New Delhi 110005 on or before 18<sup>th</sup> November 2025 pm.

  
Dr. Baljeet Singh  
(Oftg. Principal)