



SRI GURU NANAK DEV KHALSA COLLEGE

(UNIVERSITY OF DELHI)

NAAC Accredited A

DEV NAGAR, NEW DELHI-110 005

Ref. No.: SGND/ADMIN/26/10561

Dated: 18-08-2026

Quotation Invitation Notice for printing of College stationery items

Sealed Quotations are invited from experienced printers for the printing of various stationery items for office use, the specifications for which are given under:

S.No.	Name of Article	Unit price
1	Conveyance Bill pad (100 pages each)	
2	Statement of Imprest Accounts pad (100 pages each)	
3	Permission of Expenditure pad (100 each)	
4	Application for claiming of Refund of Security (100 each)	
5	Certificate A Pads (100 each)	
6	Certificate B Pads (100 each)	
7	Leave Application Pads (100 pages each)	
8	Reimbursement of Medical Bill Green Ledger Paper (100 pages each)	
9	Letter Head pad (100 pages each)	
10	Envelopes without window in two colour printing (pack of 1000)	
11	Envelopes with window (pack of 1000)	
12	Tutorial Sheets (each)	
13	Files (each)	
14	Files with clothes (each)	
15	Attendance Register for students	
16	Accounts Record File	
17	Certificates -Merit (with detail)	
18	Certificate - Surlok (without detail)	
19	Flex/Banner (with frame)	
20	Flex/Banner (without frame)	
21	Attendance register for staff (Non- teaching)	
22	Book Binding	
23	Bona fide certificate for students	
24	To whom it may concern (students)	
25	Provisional certificate for students	
26	Notesheet	
27	College leaving certificate	

Kindly note the following points for submitting the quotation:

1. The quotation should be submitted in the form of a Proforma Invoice/ Financial quotation provided in a sealed envelope. The above given format may be used for the same.

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).
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 of the items. **Vendor should also provide a copy of PAN card and valid 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/assigning the quantity of the items to be purchased 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 27th March, 2026 by 4:00 PM.



Dr. Baljeet Singh
(Oftg. Principal)