

# दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मोरिस नगर, दिल्ली-110007

फोन: 27667863 फैक्स: 27666990

ईमेल : daulatramcollegedu@gmail.com

वेबसाइट : www.dr.du.ac.in



*Daulat Ram College*  
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,  
DELHI-110007

PHONE : 27667863 FAX : 27666990

Email : daulatramcollegedu@gmail.com,

Website : www.dr.du.ac.in

A Star Status by G.O.I & NAAC Accredited 'A' Grade College

DRC/252 /2022

02/07/2022

## NOTICE INVITING QUOTATIONS

NAME OF WORK : PRINTING OF STUDENTS ATTENDANCE REGISTER  
FOR THE ACADEMIC YEAR 2022-23.

Quotations are invited by the Principal, Daulat Ram College from the reputed/experienced Printers for the Printing of students attendance register for the academic year 2022-23, details is given below:

SL. No.	Name of item	No.of Copies	No.of Pages	Description of Material
1.	Attendance & Internal Assesment Records (For theory classes)	300 Pcs	96	<b>Cover Pages</b> - 4 colored printing in 300GSM art with lamination. <b>Inner pages</b> – black and white in 80GSM sunshine super print. <b>Binding</b> – perfect binding <b>Size</b> (in inches)- 8.5X11
2.	Attendance & Internal Assesment Records (Lab Register)	100 Pcs	66 Including cover pages	As above

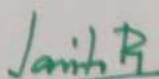
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While before submitting quotation the vendors are required to comply with the following and quote the rates accordingly:-

1. The vendor must submit sample & similar jobs undertaken by them along with their quotation. They are also requested to inspect sample of the students attendance register kept in the office on any working day from 10.00 am to 5.00 pm. The vendor is required to provide the sample of cover pages and inner pages along with the quotation.
2. The successful vendor would be responsible to get the approval of final proof (in color) of the entire attendance register by the competent authority.
3. The Printed attendance registers would have to be delivered within seven days.
4. Interested Printers may submit offer in a sealed envelope duly addressed to the Principal, Daulat Ram College, University of Delhi, Delhi-110007, with quotation against Reference number on the top of the envelop, latest by 2.00pm dated 11/07/2022, personally or through courier to the Administration office, Daulat Ram College.
5. The vendor must clearly indicate the rate of taxes (if any) in their quotation.
6. The quantity mentioned above may be increased or decreased at the time of order as per actual requirement.
7. Payment will be made only after the successful completion of the job and after receipt of the materials in good condition.
8. The process of printing work will be discontinued at any stage without assigning any reason by the undersigned.

**Clarifications:** For more detail of items please contact the S.O.Administration between 3.00pm to 5.00pm during working day, at least two days (02) before closing date of the quotations.

**Copy to:**  
College Notice Board  
College Website

  
(Prof.Savita Roy)  
Principal  
