

**RAJDHANI COLLEGE : RAJA GARDEN : NEW DELHI: 110015
(UNIVERSITY OF DELHI)**

RC/RG/5/1006

Dated: 22.10.2020

NOTICE

Sealed Quotations addressed to the Principal, Rajdhani College, Raja Garden, New Delhi-110015 are invited for printing and supplying the following stationary as per below description :-

S.No	ITEMS	QUANTITY	RATE PER UNIT (in Rs.)
1	Letter Head Pad (100 Pages)	100	
2	Medical Claim Reimbursement form	2000	
3	Green Note Sheet Pad	50	
4	Staff Attendance Register	50	
5	Maintenance Fund Voucher (1261903031) 100 pages	50	
6	Student Fund Voucher (1261900290) 100 pages	50	
7	Admission Register	5	
8	Leave Pad (100 Pages)	50	
9	Pension Calculation Form	1000	

Important instructions:

1. Quotations must reach the College office by 03.11.2020 at 4.00 P.M.
2. Envelopes should contain the superscription "Quotation for College Stationery".
3. The quotations received after the stipulated date and timings will not be considered.
4. The rates must be inclusive of all taxes and other charges if any.
5. TDS will be deducted as per Rules.
6. The delivery of the materials shall be made at the College without any cartage or Extra cost during working hours.
7. The Principal, Rajdhani College reserves the right to accept or reject any or all the quotations without assigning reason thereof.
8. For any further details/ query/sample you may get in touch with Mr. Vishnu Sharma in office.


Dr. Rajesh Giri
Offg. Principal

Copy to : 1 Bursar/A.O
2 S.O.(Accounts) .
3 For Website.


Dr. Rajesh Giri
Offg. Principal