

Office of the Dean Student Welfare

Panjab University, Chandigarh

DSW.No. _____

Dated. _____

NIQ (Speed Post)

M/s _____

This office intends to purchase the following paper items for printing of handbook of hostel rules for the session 2013-14 as under:

- | | | |
|------------------------|---------------------------------|----------|
| 1. Paper for Text | 20" x30" /80 GSM Maplitho paper | 40 Reams |
| 2. Paper for Messages: | 20" x30" /100 GSM Art paper | 6 Reams |
| 3. Paper for Cover: | 23" x36" /250 GSM Art Card | 6 Reams |

You are requested to quote your rates to supply the above items as per the specification mentioned above with your terms & conditions i.e. ST, FOR, if any and send your quotations under sealed cover by Post/by hand to the Dean Student Welfare office, P.U. Chandigarh by 3.06.2013.

Deputy Registrar (DSW)

Note:-

1. The quotation must reach by **Post or by hand or on before 03.06.2013 upto 5.00 p.m.** on the following address: **Dean Student Welfare office, Panjab University, Sector-14, Chandigarh-160014.**
2. Panjab University does not take any responsibility for any postal delay in delivery by Registered/Speed Post or lost in transit of the quotation.
3. Rates should be quoted both in words and figures in quotation.
4. Conditional and unsigned quotation will not be accepted.
5. The supply be commenced/made within 15 days of the issue of supply order.
6. All quoted rates should be FOR Panjab University and firm should quote the rate of all taxes.
7. No payment will be made on the Performa invoice.
8. The quotation shall not contain corrections, erasers and overwriting.
9. Please mention Name of work and due date on the Envelope.
10. The undersigned reserves right to accept or reject any quotation without assigning any reason.

**Office of the Dean Student Welfare
Panjab University, Chandigarh**

No. _____ / DSW

Dated _____ / 2013

N.I.Q. (Speed Post)

M/s _____

Dear Sir,

This office intends to get the following multicolor printing of Handbook of Hostel Rules 2013-2014 as under:

- 1. Printing of 20x 30/8 Colour set with 4 pages.**
 - 2. Printing of Title pages on 18x23/4 size with lamination**
- quantity for the above said items is required in three types:**
- 1. 10000 copies for PU Chandigarh**
 - 2. 800 Copies for Regional Centre Hoshiarpur**
 - 3. 100 Copies for Regional Centre Ludhiana**

You are requested to quote your rates for printing as per the specification mentioned above with your terms & conditions i.e. ST, FOR, if any and send your quotations under sealed cover by Post/by hand to the Dean Student Welfare office, P.U. Chandigarh by 03.06.2013.

Deputy Registrar (DSW)

Note:-

1. The quotation must reach on or **before 03.06.2013 upto 5.00 p.m.** on the address of the **Dean Student Welfare office, Panjab University, Sector-14, Chandigarh-160014**
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