

C/18

Govt. of NCT of Delhi
Delhi Pharmaceutical Sciences & Research University
PushpVihar, Sec-3, New Delhi- 110017

F.No. Exam – 02/DPSRU/2017/2014

Dated: 15/3/2018

To,

Sub: - Calling quotation for Stationery items & Printing of Answer Books for the Examination Department of DPSR University.

Sealed quotations are invited for the **Stationery items & Printing of Answer Books for the Examination Department of DPSR University** for the Delhi Pharmaceutical Sciences & Research University, New Delhi. While submitting quotations the following procedures are required to be completed:

1. Sealed Envelope containing the quotations marked “**QUOTATIONS for Stationery items & Printing of Answer Books for the Examination Department of DPSR University**” upon its cover with reference to date of this notice and due for opening should reach the DPSRU **not later than 26/03/2018 by 1.00 pm**. The quotations should be in the name of **Registrar, DPSRU**.
2. The rated quotes must be delivered to the University, New Delhi and must be inclusive of all other charges like packing, forwarding, GST etc.
3. Bids will be opened on 26/03/2018 at 3.00 pm at DPSRU. Your authorized representative having proper authority letter may be present at the time of opening of quotations.
4. The quotation after the date and time will not be considered.
5. Only typed quotations will be accepted.
6. GST number should be quoted clearly.
7. Quotations should be valid up to 31st of March 2019 and may be extended upon mutual consent.

8. The University reserves the right to accept the quotation in part/full or reject them even if they are the lowest Specification.
9. Sample copy of **Stationery items & Printing of Answer Books** has been available here with **Exam department, DPSRU**, on office hours (Monday to Friday, 10:00 AM to 5:00 PM) for ready reference for printing clarifications.
10. The details of items as follows.

S.NO	CONTENTS	QUANTITY
1	Answer Books – 24 Pages Main Theory Sheets (Stitched) Perforated	4000
2	Answer Books – 12 Pages (Continuation Sheets) (Stitched) Perforated	6000
3	Answer Books – 08 Pages Practical Sheet Sheets (Stitched) Perforated	3000
4	Answer Books – 04 Pages (Continuation Sheets) (Stitched) Perforated	3000
	ENVELOPES	
1	Khaki envelopes (size 11" x 4.5")	500
2	Brown Envelopes (size 11" x 4.5)	300
3	Yellow envelopes cloth coated (size 12" x 6")	300
4	Yellow envelopes cloth coated A-4 size	300
5	Yellow envelopes cloth coated (16" x 12")	300
6	Khaki Envelopes of 3" bottom with cloth lines size 12" x 18"	200
7	Khaki Envelopes of 6" bottom with cloth lines size 12" x 18"	200


(Dr. Raman Dang)
 Registrar, DPSRU

1. Dr. J. Swaminathan, Purchase Officer.
 ✓ 2. Ms. Jyoti Baisla, Upload on Website.