

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

F.No. 10/312/2016/DPSRU/ 17-91

Dated: 7/3/2018

Sub: - Calling quotation for Printing of Visiting cards & Envelopes for the DPSRU University.

Scaled quotations are invited for the "Printing of Visiting cards & Envelopes for the University" at Delhi Pharmaceutical Sciences & Research University, New Delhi. While submitting quotations the following procedures are required to be completed:

- 1) Scaled Envelope containing the quotations marked "Printing of Visiting cards & Envelopes for the University" upon its cover with reference to date of this notice should reach the DPSRU not later than 16/03/18 by 3.00 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 19/03/2018 at 11.30 am 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 Items mentioned below has been available herewith Store Department (Room.no.510, 5th Floor, DPSRU on Office Hours (Mon- Fri, 10 AM- 5PM) for ready reference for printing clarifications.
- 10) The Following items are to be printed for the Printing of Visiting cards & Envelopes for the University.

s.no	Name of Items	no of items
1	Visiting cards	2500
2	Envelopes	2000

✓ Ms.Jyoti (upload on website)

(Dr. Raman Dang)
Registrar, DPSRU