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SHYAMA PRASAD MUKHERJI COLLEGE (FOR WOMEN)
(UNIVERSITY OF DELHI)
PUNJABI BAGH, NEW DELHI-110026

Date: 12-10-2020

Ref. No. SPMC/LIB/QUOT/2020-21/1540

M/s. _____

College Website

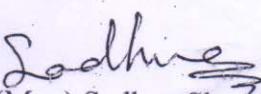
Sub: Quotation for Library Members' Borrower Cards

Sir,

Please quote your lowest rates for the following articles as per list enclosed so as to reach the undersigned by November 3, 2020 along with your terms and conditions subject to the following conditions:-

1. Your rates are inclusive of GST, Cartridge and Packing etc.
2. You have to provide quality of cards as per sample enclosed.
3. Quotation envelope should be sealed and super scribed as "Quotation for Library Members' Borrower Cards.
4. Right of acceptance of any tendered rates are reserved with the undersigned
5. Your quotation rates will be valid up to April 30, 2022.
6. You have to provide forms pads for data collection from students & faculty inclusive in cost. Approximate number of forms is 1800 for students and 200 for faculty.
7. Matter on card is to be printed in two languages simultaneously English & Hindi.
8. Those who get information about quotation from website may visit college library for card and form sample.

Yours faithfully,


(Dr. (Mrs.) Sadhna Sharma)
PRINCIPAL (Offg)

Enclosed: 1. Sample of Plastic cards having colour printing with
Photograph and having transparent soft plastic cover
2. Sample of form for information collection.