



श्यामा प्रसाद मुखर्जी महिला महाविद्यालय
SHYAMA PRASAD MUKHERJI COLLEGE FOR WOMEN

दिल्ली विश्वविद्यालय University of Delhi

पंजाबी बाग (पश्चिम), नई दिल्ली-110026 PUNJABI BAGH (West), New Delhi-110026

दूरभाष Phone : 25224499, फैक्स Fax : 25221672

E-mail : spmcollegedu@gmail.com Website : http://spm.du.ac.in

संदर्भ सं. Ref. No. SPMC/UB/QUOT/2022-23 | 724

दिनांक Dated ...13/7/2022

Sub: Quotation for Library Members' Borrower Cards

Please quote your lowest rates for the following articles as per list enclosed so as to reach the undersigned by **August 3, 2022** 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 **September 30, 2024.**
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 Hindi & English.
8. Those who get information about quotation from website may visit college library for card and form sample.

Yours faithfully,


(Prof. 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.

CC: College Website



श्यामाप्रसाद मुखर्जी महाविद्यालय
(दिल्ली विश्वविद्यालय) पंजाबी बाग, नई दिल्ली-26, फोन.: 25224499
SHYAMA PRASAD MUKHERJI COLLEGE
(University of Delhi) Punjabi Bagh, New Delhi -26, Ph.: 25224499

पुस्तकालय कार्ड / Library Card



नाम/Name : Sweta Bhardwaj
कक्षा/Class : B.A. (Prog.) Comp./ Gen.
अनुक्रमांक/Roll No.: 19/1089
पता/Address : 8/145, Mehrauli Nagar, Near IGI
Terminal, Airport, New Delhi-110010
दूरभाष/Ph. No. : 886657100

हस्ताक्षर / Student's Signature



20191089

पुस्तकालयाध्यक्ष / Librarian's Signature

वर्ष/Yr.	सत्र/Session	सं० हस्ताक्षर/Initials	टिप्पणी/Remarks
I			
II			
III			
IV			

- पुस्तकालय-कार्ड हमेशा छात्र के पास होना अनिवार्य है अन्यथा पुस्तकालय में प्रवेश निषेध है ।
- कार्ड खोने पर पुस्तकालय में सूचित करें । नया पुस्तकालय-कार्ड बनवाने के लिये रू० 100/- जुर्माना जमा करना होगा ।
- Library card should always be available with the student to avail library services. No excuse will be accepted it must be produced whenever demanded. Student will not be allowed to enter library if she fails to produce the library card.
- In case of loss you are required to immediately report to the Librarian & it can be replaced on payment of Rs. 100.00. Only once the duplicate card will be issued.

