



सत्यवती महाविद्यालय
Satyawati College
(दिल्ली विश्वविद्यालय)
(University of Delhi)



अशोक विहार, फेज - III, दिल्ली - 110052 | Ashok Vihar, Phase - III, Delhi - 110052

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NAAC ACCREDITED 'A+' GRADE

SC/ADMN/24 /2026
9th April, 2026

Subject: Quotations for Printing of College Annual Report for the year 2025-26

Dear Sir/Madam,



Quotations in Sealed cover are invited from Printers for Printing of College Annual Report. Details of which are given below:

1. 150 (One Hundred Fifty) copies (50 Pages in A4 size paper) of Annual Report will be printed. Total no. is tentative. It may be increased or decreased if so desired.
2. Annual Report will be printed in the following sections:
 - a) English
 - b) Hindi
3. Printing papers would be as per our previous Annual Report.
4. Cover will be coloured with front page printed and size of Annual Report as per specification given by the Committee.
5. Printers are requested to submit a copy of the Annual Report printed by them, if any.

Any other particulars including tender form and printing of Annual Report can be taken from Dr.Arun Giri in Room No.2 on any working days except Saturday, Sunday and Public Holidays. You may also note that the Annual Report duly completed in all respects should be delivered to the College within 5 days of final placement of order. Last date of submitting the tender to the undersigned in 13.04.2026 up to 1:00 P.M.

Tenders will be opened on 13.04.2026 at 2:00 P.M. in the College.

Note: Printer will also have to submit a soft copy of the Annual Report along with hard copy.


(Prof. Subhash Kumar Singh)
Principal


Tender Form

Financial Bid

| Quotation for Printing of College Annual Report for the year 2025-26 | |
|--|---|
| Particular | Total quoted rate (Inclusive GST) |
| 150 Copies | Rs. in figure: _____ Rs. in word: _____ _____ |
| 50 Pages | |
| A4 size paper | |
| In English and Hindi | |

Conditions:

1. Copy of GST registration.
2. Copy of PAN Card.
3. The time allowed completing the work 5 days.
4. The rates quoted should be inclusive of all taxes and duties & should be written both in words and figure.
5. Payment will be made through RTGS after satisfactory of the service.
6. Undersigned reserves the right to reject any or all the quotation without assigned any reason thereof.

Signature of the Printer
Name _____

Address _____

Contact No. _____