



ਆਈ. ਕੇ. ਗੁਜਰਾਲ ਪੰਜਾਬ ਟੈਕਨੀਕਲ ਯੂਨੀਵਰਸਿਟੀ ਜਲੰਧਰ, ਕਪੂਰਥਲਾ

I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR, KAPURTHALA

ਰਜਿਸਟਰਾਰ ਦਫਤਰ
OFFICE OF REGISTRAR

Ref. No. IKGPTU/REG/S&P/186 For WEB SITE

Dated 26/06/18

Subject: - Supply of Printing Stationary and General items.

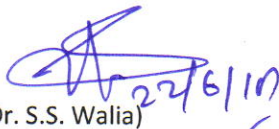
Dear Sir/Madam

University intends to purchase Printing, Stationary and General items by inviting sealed quotations. The Supply order will be placed to the lowest rates (Item wise). Therefore, you are requested to send sealed quotation of Printing, Stationary and General items by quoting lowest rates (Inclusive of GST). The quotation must reach in the office of Registrar, I.K Gujral Punjab Technical University –Jalandhar Kapurthala Highway Kapurthala (Pb 144603) within 14 days from the date of issuance of this letter. The bidder or their representative should be present at the time or opening of the quotation.

Specifications of Printing, Stationary and General Items are attached as per Annexure-A

Terms & Conditions

1. The items to be delivered in I.K. Gujral Punjab Technical University Jalandhar Kapurthala Highway Kapurthala Punjab 144603, within 10 days of issuance of the supply order.
2. No advance payment will be made.
3. Payment will be released only after inspection of delivered items and on receipt of satisfactory report.
4. University will not pay anything extra other than the rates invited. Rates should be inclusive of GST.
5. Items may be increase of decrease as per University requirements.
6. Please subscribe on envelop "QUOTATIONS FOR PRINTING, STATIONARY AND GENERAL ITEMS TO BE OPENED BY COMMITTEE ONLY.


(Dr. S.S. Walia)
Registrar

 DC (ITS) for uploading on University Website

"Propelling Punjab to a Prosperous Knowledge Society"

I. K. Gujral Punjab Technical University

Jalandhar Kapurthala Highway, Kapurthala-144 603 Ph.: 01822-662521, 662525
Fax : 01822-662526, 662506 Website : www.ptu.ac.in Email : registrar@ptu.ac.in

ANNEXURE-A

Sr No	Items	AU	Specification/Brand	Qty Required	Estimated Cost per pc (Included GST)	Total Amount (Included GST)
1	Envelope with printing of university name logo and Address (Size: 12"x16")	Nos	Type: Cloth lined envelope Paper Weight : 140 GSM Size: 12"x16" Colour : Yellow	2500		
2	Envelope with printing of university name logo and Address (Size: 10"x14")	Nos	Type: Paper Paper weight : 110 GSM Size: 10"x14" Colour : Yellow	1000		
3	Envelope with printing of university name logo and Address (Size: 10"x12")	Nos	Type: Paper (Star) Paper weight : 80 GSM Size: 10"x12" Colour : Brown	1000		
4	Envelope with printing of university name logo and Address (Size: 9"x4")	Nos	Type: Paper (Taj Mahal) Paper weight : 80 GSM Size: 9"x4" Colour : White	1000		
5	Envelope with printing of university name logo and Address (Size: 12"x16")	Nos	Type: Cloth Lined Envelope Paper weight : 140 GSM Size: 12"x16" Colour : Khaki	1000		
6	Envelop Laminated with printing University name logo and address (10"x12")White	Nos	10"x12" Make Taj Mehal (GSM 60) White	1000		
7	Files cover yellow/Pink file	Nos	Standard with printing of University Name, address & Logo	3000		
8	Plastic File Folder	Nos	With 10 to 20 Pages Capacity	100		
9	Pen drive 16GB (HP)	Nos	HP	20		
10	Glass for water (Borosil (300ml))	Nos 1 Set	Borosil (300ml)	20		
11	Jug 2 Ltr (Cello)	Nos	Cello	20		
12	Colin spray 500 ml	Nos	Colin	50		
13	Calculator 12 digit (Citizen CT 555N)	Nos	Citizen CT 555N	20		
14	Room fresher 300 ml (Odonil)	Nos	Odonil	50		
15	Dust bin 10 ltr (Cello Plastic)	Nos	Cello Plastic	20		