

**QUOTATION NOTICE**

Sealed quotations super scribing the names of the items and due date are invited by the undersigned for the printing and supply of the following items:

Items	Size & Specifications	Quantity
<b>Contingent Charges Registers</b>	Double Foolscap size folio pages in 14.1 kg ledger paper with printing and numbering. Half bound khaki and marble paper binding. 2-pound straw board should be used to bind the material	40
<b>Travelling Allowance Registers</b>	Foolscap size folio pages in 12.4 kg ledger paper with printing and numbering. Half bound khaki and marble paper binding. 2-pound straw board should be used to bind the material	15

The quotations should reach the undersigned with all the details on or before **05 /01/2021 at 2 pm** and will be opened at **2.30 pm on the same day**. Further details can be had from AdB8 Section on all working days. The quotation notice can also be downloaded from the website [www.mgu.ac.in](http://www.mgu.ac.in). Quotations send through post shall be addressed to **The Assistant Registrar V (Admn), Mahatma Gandhi University, Priyadarsini Hills P.O., 686 560**

**INSTRUCTIONS**

- Only those firms who are having experience in printing and binding registers need to apply
- Only those firms who are capable of completing the work neatly & promptly within the stipulated time need to apply
- Rates should be quoted including all taxes and freight charges
- Samples of the material in the prescribed quality should be furnished along with the quotation.

**REGISTRAR****Approved for issue****Section Officer**