

# DELHI POLICE PUBLIC SCHOOL

B-4, SAFDARJUNG ENCLAVE, NEW DELHI-110029

TELEPHONE NO.: 8130996770, 7683071791

www.delhipolicepublicschool.com, e-mail: dppschoo@gmail.com

Ref. No.: DPPS/835

Date: 31/10/23

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**Subject:- Quotation of purchase of printed file covers, Envelopes and Letter Heads at Delhi Police Public School, Safdarjung Enclave, New Delhi.**

Sir/Madam,

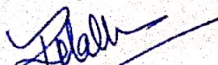
Your sealed quotations are invited for purchase of printed file covers, Envelopes and Letter Heads for Delhi Police Public School, Safdarjung Enclave, New Delhi-110029. The detailed specification and terms & conditions etc of above said items as under:-

S.NO	Name of items	Quantity	Unit Price	Total Price
1.	Letter Head(A4 Size)	3000		
2.	Letter Head (A8 Size)	2000		
3.	Envelopes( 10x4) white without window & lamination	1000		
4.	Envelopes (7x4) white without window & lamination	1000		
5.	File Cover (Green)	500		

The last date for submission of duly filled sealed quotation is 17.11.2023 upto 1.00 PM. The sealed quotation will be opened on same day at 1.30 PM in the school premises, in the presence of duly constituted committee and vendor/ representatives of the vendor.

In case the due date is declared a holiday, quotations shall be opened on next working day at the given time. The quotation and other details are also available on school website ([www.delhipolicepublicschool.com](http://www.delhipolicepublicschool.com)) for downloading.

For more information and clarification, kindly visit the school personally on working days between 09.00 AM to 02.00 PM. Contact can also be made to 8130996770 and 7683071791 number or email ID- [dppschoo@gmail.com](mailto:dppschoo@gmail.com).

  
Principal

DPPS/SJE

### Terms & Conditions:-

1. The words "Quotation for purchase of printed letter heads, envelopes and file cover" of Delhi Police Public School, B-4 Safdarjung Enclave, New Delhi should be mentioned at the top of the envelope. The same should be addressed to, The Principal, Delhi Police Public School, Safdarjung Enclave, New Delhi- 110029.
2. The quotation received after scheduled time/date shall not be entertained.
3. Conditional quotation will not be accepted.
4. The rates should include GST as applicable.
5. The rate of each item should be mentioned separately.
6. The vendor must be registered with GST and registration certificate for the same must be attached with the quotation.
7. No advance payment shall be made at any cost.
8. Payment shall be release only after satisfactory work is done and report of the committee appointed by the school is received in this regard.
9. The price quoted by the vendor should include the transportation charges or any other hidden charges. Hence, it will be responsibility of the vendor to transport and supply the said items at his own cost. No extra payment shall be made to vendor in this regard.
10. The vendor shall have to printing the above said items within the stipulated period as mention in the purchase order, failing which 2% of the bill amount shall be deducted per week.
11. Specifications and quality of the items should be strictly according the quotation/requirement.
12. The school management or purchase committee reserves the right to reject any quotation without assigning reason.
13. Details of tender are also available on school's website [www.delhipolicepublicschool.com](http://www.delhipolicepublicschool.com).
14. In case of any dispute, decision of the school authority shall be final and binding.
15. The vendor must abide by all the terms and conditions of the school strictly.
16. All disputes are subjected Delhi Jurisdiction.

### Checklist

The following documents should be submitted with the envelope and Documents should be properly paginated:-

1. GST registration certificate.
2. Past work/ Experience with any institution or authority.
3. Copy of terms and conditions duly signed with the seal of the firm, as a token of acceptance of terms and conditions.
4. Certificate of no black listing/ criminal cast etc.
5. Quotation shall contain price clearly including GST.

