



**Guru Gobind Singh Indraprastha University**  
("A State University Established by Govt. of NCT of Delhi")  
Sector 16-C, Dwarka, New Delhi-110 078  
(Purchase Branch)  
Ph: 011-25302149-150 Email: purchasebranch@ipu.ac.in  
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F.13.6 (2)/IPU/PUR/Printed Envelops/2023-24/39

Dated: 09.05.2023

**NOTICE**

**Subject: Inviting Quotations for supply of printed Envelops & Log Book.**

The University is in process of procurement of printed Envelops and Log Book, as per details below:-

S. No.	Items Description	Qty. (in Nos)
1.	Envelop A3/ /SE-8 size (16"x12") 400mmx300mm Yellow with Laminated/ cloth bound made from 100GSM paper of good quality with Printed of University Name & Logo	10,000
2.	Envelop Size A4 (10"x12") 255mm x 300mm Yellow with Laminated made from 100GSM paper of good quality with Printed of University Name & Logo	15,000
3	Log Book printed 400 pages Size 12½"x8" with hardboard binding of 56oz with good quality paper of reputed brand like ABD	15

The interested bidders are requested to submit the quotation (in sealed envelopes) on the above mentioned format, in the office of undersigned latest by 16.05.2023 at 5:00 PM

**Terms & Condition:**

- FOR : Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi
- Payment : After satisfactory receipt of the material as per the specification
- Delivery : Within 15 days after issuance of Purchase Order.
- GST : Extra ( as applicable)
- Material will be delivered along with triplicate copies of Challans, Bills and Purchase Order to "Incharge, University Central Store, Room No.35, Ground Floor, "A" Wing, Administrative Block, GGSIPU, Sector -16-C, Dwarka, New Delhi (Ph: 011-25302140,41)" between 10.00 a.m. to 04.00 p.m. with prior intimation to Dy. Registrar, University Central Store.

(Shikha Agarwal)  
Dy. Registrar (Purchase)

**To:**

- In-charge UITS with a request to upload the Notice on the University Website.