



No-GCN-15/2026-

Date: - 09<sup>th</sup> July 2026

## NOTICE

### INVITATION FOR QUOTATIONS

**Sub: Invitation for Quotations for Printing and Supply of College Attendance Registers**

Sealed quotations are invited from reputed and experienced printing firms for the **printing and supply of College Attendance Registers for the Academic Session 2026-27.**

The required specifications are as follows:

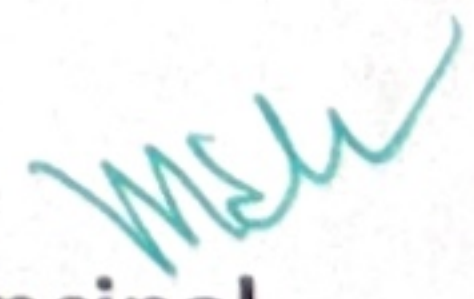
S. No.	Particulars	Specifications
1	Name of Item	College Attendance Register
2	Paper Size	Length: 32 cm × Breadth: 25 cm
3	Paper Quality	Good quality 80 GSM white paper
4	Pages	200 pages per register (100 sheets)
5	Printing	Both side printing, clear font with required attendance columns and index pages
6	Binding	Strong hard binding with laminated cover with 3mm thickness
7	Quantity Required	200 Nos.

Interested firms are requested to submit their **sealed quotations** mentioning the **rate per register inclusive of GST and all delivery charges.** The supply shall be completed within 10 days of issue of the supply order.

The sealed envelope should be superscribed "**Quotation for Printing and Supply of College Attendance Registers**" and should reach the office of the undersigned **on or before 15.07.2026 up to 3:00 PM.** The quotations will be opened on the same day at **3:30 PM** in the presence of the bidders or their authorized representatives who wish to attend.

Interested firms are requested to submit their competitive rates in the prescribed format.

**The prescribed Quotation Format is enclosed herewith.**

  
Principal,  
Govt. P.G. College,  
Nahan, District Sirmour (HP)

SPECIMEN

**Firm Name:** 

**To**

The Principal  
Dr. Y.S. Parmar Government PG College  
Nahan (H.P.)

**Sub:** Quotation for Printing and Supply of College Attendance Registers for the Academic Session 2026-27.

With reference to your Notice Inviting Quotations, we hereby submit our quotation as under:

Sr. No.	Name of Item	Quantity	Unit Rate (₹) (Inclusive of GST & Delivery Charges)	Total Amount (₹)
1	College Attendance Register	200 Nos.		

We hereby certify that the above rates are inclusive of all applicable taxes and delivery charges. We also agree to supply the material as per the specifications and Terms & Conditions of the Notice Inviting Quotations.

**Place:**

**Date:**

**Signature of the Authorized Signatory**

**Name:**

**Designation:**

**Seal of the Firm**