

संतलौंगोवालअभियांत्रिकीएवंप्रौद्योगिकीसंस्थान, लौंगोवाल, संगरुर, पंजाब - १४८ १०६

शिक्षा मंत्रालयकेअधीनसमविश्वविदयालय)

Sant Longowal Institute of Engineering and Technology Longowal, Dist. Sangrur, Punjab – 148106

(Deemed to be University under MoE)

Ref. No. SLIET/PUR/ 522 to 38

Date: 09/6/25

(Registered Post)

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M/s	

Subject: Notice inviting quotation for printing of stationery items.

This Institute intends to purchase & print stationery items for the institute. Please send your quotation to the undersigned in a sealed cover duly super scribed on envelop "Quotation for purchase & printing of stationery items" so as to reach latest by 30.06.2025. The detailed format of requirement is as under:

S. No.	Item	Qty.	Remarks
1.	Borrower's Card as per sample:		
	Red color	6000 no.	Sample of
	White color	3000 no.	paper will
	Green color	3000 no.	be sent
	Yellow color	2000 no.	along
2.	Student Entry Register having 100pages, paper quality	100 no.	with the
	85GSM, hard Binding(Sample attached)		quotation
3.	Students' Movement record registers	350 no	quotation
4.	Visitor movement record registers	350 no.	
5.	BHS daily report registers	250 no.	
6.	Receipt Book	40 no.	
		90 00	_
7.	No dues form	80 no.	

Detailed specifications of all the required items along with specimen copies are enclosed.

The Terms & Conditions for submitting quotation are as under:-

- It may be noted that quotation received through registered/speed post/courier only shall be considered. The institute is located in a remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time to avoid any sort of delay.
- 2) Rate of GST, if extra, must be mentioned clearly.
- 3) Quotation other than those addressed to Prof. I/c (S&P) will not be entertained.
- 4) The Price quoted must be FOR SLIET, Longowal.
- 5) Quotations received later than due date will not be accepted.
- 6) Duly signed quotation must be sent on the letter head of the party.
- 7) As per instructions, if purpose of quotation is not super scribed on envelop and quotation is opened by mistake, then it will be rejected.
- 8) Quotation must be valid for a period of 3 months.
- 9) The other terms & conditions for submitting the quotation are given overleaf which must be read carefully before submitting the quotation.

Prof. (/c (Store & Purchase)

TERMS & CONDITIONS FOR SUBMITTING QUOTATION

DELIVERY	The rate quoted must be free delivery/F.O.R. Longowal after allowing the discount, if any. Where quoted extra ad-valorem rate payable should clearly be indicated. Supply should be made within the specified delivery period.
TERMS OF PAYMENT	Our normal term of payment is within 45 days after receipt of stores in good condition by means of cheque/draft/RTGS.
DIRECTOR'S RIGHTS	Director, SLIET, reserves the rights for acceptance or rejection of any or all quotations. The discretion for increasing or decreasing the quantities also rests with him. In case of any dispute, the decision of Director SLIET will be final & binding.
VALIDITY OF QUOTATIONS	Quotations must remain valid for period of at least 03 months.
SAMPLE/BRAND/ MAKE/WEIGHT	Sample, where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotation. Technical literature/quality of paper to be supplied should also be enclosed.
REJECTION	Quotation not confirming to the set procedure as above will be rejected. Conditional, telegraphic quotation shall be rejected outrightly.
DISCOUNT/REBA TES	A special discount/rebate wherever admissible keeping in view that the supply is being made for education purpose in respect of Public Institution of national importance may please be indicated.
GENERAL TERMS	SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures. Other terms & Conditions will be applicable as per GFR-2017.
	Prof. In-Charge
	4 for in one go
	(Store & Purchase)

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Specifications of Registers to be printed

Item description	Qty.		Specifications
Student's Movement	250	Paper colour	Green/white
Record Register		GSM .	75-120
		Orientation	Split portrait
		size	Executive portrait 21.59x33.02
		Pages	100
		Binding	Hard bond
		Numbering	On Each page 01 to 100 RHS
Visitor's Movement	250	Paper colour	Green/white
Record Register		GSM	75-120
		Orientation	Split portrait
		size	Executive portrait 21.59x33.02
		Pages	100
		Binding	Hard bond
		Numbering	On Each page 01 to 100 RHS
BHS Daily Report	250	Paper colour	Green/white
Register		GSM	75-120
		Orientation	Split portrait
		size	Executive portrait 21.59x33.02
		Pages	100
		Binding	Hard bond
		Numbering	On Each page 01 to 100 RHS
	Student's Movement Record Register Visitor's Movement Record Register	Student's Movement Record Register Visitor's Movement Record Register 250 BHS Daily Report 250	Student's Movement Record Register Student's Movement Record Register 250 Paper colour



Attached

Sr.No.	Specifications							
1.	Paper colour	Green/White						
	GSM	75-120						
	Orientation	Split portrait						
	size	Executive portrait 21.59x33.02						
	Pages	100						
	Binding	Hard bond						
	Numbering	On each page 01 to 100 RHS						
2.	Paper colour	Green/White						
	GSM	75-120						
	Orientation	Split portrait						
	size	Executive portrait 21.59x33.02						
	Pages	100						
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SANT LONGOWAL INSTITUTE OF ENGINEERING &

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Girls / Boys Hostel No.

Sr. No.

TECHNOLOGY LONGOWAL DISTT. SANGRUR (PB.)

BE UNIVERSITY)

REGISTER

Sign. of S-Supervisor

Sign. of S-Gurd

Sign. of Visitor

Material out if any 13

15

Page No.

Time 12 Departure Date 11 Material Signature Sign. of in if any of Visitor S-Guard 10 6 8 **Purpose of Visit** Visit in Room No. Visitor's Name & Full Vehicle No. Address with Phone No. Time Arrival Date 7



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RECEIPT NO
- 10600
1. NAME OF STUDENT:
: PERIOD/MONTH:
2. REGD. NO.:
3. ON ACCOUNT OF:
(a) MESS BILL:
VIDE NOTICE NO
(b) HOSTEL DAMAGE RECOVERYVIDE NOTICE NO
VIDE NOTICE NO
(c) DISCIPLINERY ACT:
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5. AMOUNT IN WORDS:
X/an Pa/14/23
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SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY LONGOWAL DISTT. SANGRUR (PB.)

(Established By : Govt. of India)

Nº 022500

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(Established By : Govt. of India)

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CARE TAKER / WARDEN

__nt Longowal Institute of Engineering & Technology, Longowal (Deemed to be University)

CENTRAL LIBRARY

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STUDENT ENTRY REGISTER

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Date

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- A sum of ₹ 25/- will be charged for the loss of this card.
- Book lost, defaced or injured in any way shall have to be replaced by the borrower.
- Loss of this card should be reported in writing to the librarian immediately.
- The Librarian may recall a book at any time in case of urgency.
- Library will not be responsible for misuse of this card.
- 6. Identity card is to be shown at every transaction.

I have read the library rules carefully and promise to abide by them.

Borrower's Signature



CENTRAL LIBRARY

Sant Longowal Institute of Engineering & Technology, Longowal (Deemed to be University)

BORROWER'S TICKET

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