



संतलौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरूर, पंजाब - १४८ १०६

(शिक्षा मंत्रालय के अधीन समविश्वविद्यालय)

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)

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 White color Green color Yellow color	6000 no. 3000 no. 3000 no. 2000 no.	Sample of paper will be sent along with the quotation
2.	Student Entry Register having 100pages, paper quality 85GSM, hard Binding(Sample attached)	100 no.	
3.	Students' Movement record registers	350 no	
4.	Visitor movement record registers	350 no.	
5.	BHS daily report registers	250 no.	
6.	Receipt Book	40 no.	
7.	No dues form	80 no.	

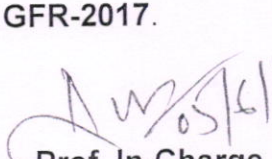
Detailed specifications of all the required items along with specimen copies are enclosed.

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

- 1) 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. I/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/REBATES	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	<p>SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.</p> <p>Other terms & Conditions will be applicable as per GFR-2017.</p> <div style="text-align: right;">  Prof. In-Charge (Store & Purchase) </div>

①

Specifications of Registers to be printed

<u>Item no.</u>	<u>Item description</u>	<u>Qty.</u>	<u>Specifications</u>	
1.	Student's Movement Record Register	250	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.	Visitor's Movement Record Register	250	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
3.	BHS Daily Report Register	250	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

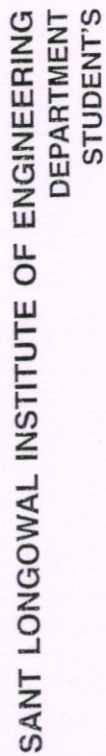
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Attached

<u>Sr.No.</u>	<u>Specifications</u>	
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
	Binding	Hard bond
	Numbering	On each page 01 to 100 RHS

Plus
7/4/25
CT, G4H2

Minus
7/4/25
CT, G4H1



**& TECHNOLOGY, LONGOWAL, DISTT. SANGRUR (PB.)
OF HOSTELS
MOVEMENT REGISTER**

Boys Hostel No.....

[illegible]

Page No.

[illegible]

(3)

~~1887
May 2nd
Lover~~



(DEEMED TO
VISITOR

TECHNOLOGY LONGOWAL DISTT. SANGRUR (PB.)

BE UNIVERSITY)

REGISTER

Girls / Boys Hostel No.

Page No.

Arrival

[illegible]

Departure

[illegible]

4

Pay - 5000

SANT LONGOWAL INSTT. OF ENGG. & TECH.
LONGOWAL (SANGRUR) Pb.

HOSTEL NO.....

DATE.....

RECEIPT NO.....

10600

1. NAME OF STUDENT : _____

2. REGD. NO. : _____ : PERIOD/MONTH : _____

3. ON ACCOUNT OF:

(a) MESS BILL : _____

(b) HOSTEL DAMAGE RECOVERY _____ VIDE NOTICE NO. _____

(c) DISCIPLINARY ACT: _____ VIDE NOTICE NO. _____
(Fives)

4. AMOUNT IN FIGURES : _____

5. AMOUNT IN WORDS: _____

San
C.T. Gdhr

M. 7/14/25
C.T. Gdhr

CARE-TAKER

7 4

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL DISTT. SANGRUR (PB.)



(Established By : Govt. of India)

N^o 022500

(HOSTEL NO DUES)

Sr. No.

1. Name of the Student :
2. Father's Name :
3. Regn. No. :
4. Semester :
5. Hostel No./Room No. :
6. Hostel Damage Recovery : Rs. Receipt No. Dated
7. Reason of No. Dues :

Signature of the Student

Care Taker

[Signature]
CT-GH2

[Signature]
CT-GH2

Warden

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL DISTT. SANGRUR (PB.)



(Established By : Govt. of India)

N^o 022500

(HOSTEL NO DUES)

Sr. No.

1. Name of the Student :
2. Father's Name :
3. Regn. No. :
4. Semester :
5. Hostel No./Room No. :

FOR OFFICE USE

- A. Mess Contractor :
- B. Mess Dues :
- C. Hostel Damage Recovery : Rs. Receipt No. Dated

CHIEF WARDEN

CARE TAKER / WARDEN

Date _____

Page No.

Date _____

[illegible]

S:

(Deemed to be University)

Da

Page No.

Sr.
No.

[illegible]



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

BORROWER'S TICKET

NOT TRANSFERABLE

Membership No. _____

Name _____

(In Block)

Registration No. _____

Session

Sig. of Librarian

Valid upto _____

RULES

1. A sum of ₹ 25/- will be charged for the loss of this card.
2. Book lost, defaced or injured in any way shall have to be replaced by the borrower.
3. Loss of this card should be reported in writing to the librarian immediately.
4. The Librarian may recall a book at any time in case of urgency.
5. 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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Membership No. _____

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(In Block)

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