



GURU NANAK DEV UNIVERSITY, AMRITSAR
Publication Bureau

Phone No. : 01832823093-97
PABX : 2258802-09
E-mail: Publication_bureau@gndu.ac.in
Extn. : 3093, 3097

No. 1387-1406 / PB
Dated 9/10/25

Regd.

M/s _____

Subject: -Quotation for the Purchase of 100000 (Khaki) Envelope Size 9" x 12" 90 GSM (1.5 Inch Flap)

Sr. No	Specifications	Qty.	Base Price (per item)	Gst Per (per item)	Total Amount
1.	Purchase 100000 (Khaki) Envelope Size 9" x 12" 90 GSM (1.5 Inch Flap)	100000			

Terms & Conditions:

The Quotation should be sent under **Registered Post/Courier/Speed Post** super scribed as **Quotation for the supply of 100000 (Khaki) Envelope Size 9" x 12" 90 GSM (1.5 Inch Flap) Sample** due on **24/10/2025** and should be addressed to **Professor Incharge, Publication Bureau, Guru Nanak Dev University, Amritsar.**

1. The rates should be quoted F.O.R. Guru Nanak Dev, University Campus, Amritsar, Punjab.
2. Supply of the material has to be made within **15 days** from the date of issue of supply order falling which Penalty, as decided by the Registrar, may be imposed.
3. The Registrar reserves the right to reject all or any of the quotation without assigning any reason.
4. The University reserves the right to increase or decrease the quantity of the **100000 (Khaki) Envelope Size 9" x 12" 90 GSM (1.5 Inch Flap)** and can place Order with more than one firm.
5. No increase in the rates shall be allowed in any case after opening of the quotations. The rates should be Valid at least for 90 days from the date of receiving the supply order.
6. The decision of the Registrar in respect of choice of the item will be final.
7. The **100000 (Khaki) Envelope Size 9" x 12" 90 GSM (1.5 Inch Flap)** will have to be supplied Strictly in conformity with the specifications approved and in Accordance With the terms and conditions of the supply order.
8. Whichever firm/company will be granted supply order to supply goods to the university after finalisation of the rates of goods, shall be paid the amount of goods etc. **after deduction of 2% TDS as per rules.**
9. The purchase will be made on bill basis means the payment will be made to the firm after completing all the formalities for pre-auditing process.
10. In case of any query, the firm can contact **Professor, Incharge Publication Bureau.**

Yours sincerely,

Professor, Incharge
Publication Bureau