



सिलवासा नगर पालिका  
**SILVASSA MUNICIPAL COUNCIL**  
संघ शासित प्रदेश दादरा एवं नगर हवेली तथा दमन एवं दीव  
**DADRA & NAGAR HAVELI & DAMAN & DIU**  
सिलवासा/SILVASSA - 396230



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No.SMC/CO/EDN/Printing Material/2024/67/996

Date:03/02/2025

**Subject: - Providing and Printing of Student attendance register, Teacher muster roll and other printing material for the schools under SMC 2024-25.**

**:- QUOTATION NOTICE: -**

Sealed Quotations are hereby invited from the interested suppliers/agencies for the following service as to reach the undersigned on or before 10/02/2025 up to 12.00 Hrs. by post or by hand delivery.

Sr. No.	Particular	Qty.	Unit	Rate per unit (in Rs.)	Amount (inclusive of all taxes)
1.	Leaving Certificate Book (English Medium) A/4 Size, 1+1 X 100 Pages, Green Ledger Paper 80 GSM, Two Colour Printing, Hard Board & Cloth Bond Binding	178	Nos.		
2.	Dead Stock Register F/S Size, Two Side Count No of Pages 200, Green Ledger Paper 80 GSM, Single Colour Printing, Section Sewing & Two Side Hard Board & Cloth Bond Binding	12	Nos.		
3.	Visit Book A/4 Size, Two Side Count No of Pages 200, White Paper 70 GSM, Single Colour Printing, Section Sewing & Two Side Hard Board & Cloth Bond Binding	15	Nos.		
4.	Students attendance Register Size 10" x 15"inch, Two Side Count No of Pages 80, White Paper 70 GSM, Single Colour Printing, Section Pin stitching & Two Side Hard Board & Cloth Bond Binding	431	Nos.		
5.	Teacher attendance Register Size: 10" X 15", Two Side Count No of Pages 200, Green Ledger Paper 80 GSM, Single Colour Printing, Section Sewing & Two Side Hard Board & Cloth Bond Binding	43	Nos.		
6.	Proxy Book Size: 8.5" x 7" inch Two Side Count No of Pages 100, White Paper 70 GSM, Single Colour Printing, Section Sewing & Two Side Hard Board & Cloth Bond Binding	24	Nos.		
7.	Daily Total Student Attendance Register F/S Size, Two Side Count No of Pages 200, White Paper 70 GSM, Single Colour Printing, Section Sewing & Two Side Hard Board & Cloth Bond Binding	40	Nos.		
8.	Teacher Dairy A/4 Size, Two Side Count No of Pages 300, White Paper 70 GSM, Single Colour Printing, Section Sewing & 300 GSM Cover with Gloss Lamination and Multicolor Printing and Perfect Binding	291	Nos.		
9.	Peon Attendance Register as per sample given by the department F/S Size, Two Side Count No of Pages 120, Green Ledger Paper 80 GSM, Single Colour Printing, Section Sewing & Two Side Hard Board & Cloth Bond Binding	29	Nos.		
10.	Cash Book F/S Size, Two Side Count No of Pages 200, Green Ledger Paper 80 GSM, Single Colour Printing, Section Sewing & Two Side Hard Board & Cloth Bond Binding	05	Nos.		
<b>Total...</b>					

- **Sample of the above items can be seen at Office of Silvassa Municipal Council. (Education Dept.)**

**The terms and conditions are as follows:**

1. The rates for the above service should be inclusive of all taxes & quoted for the unit shown against each item & FOR at Silvassa.
2. Sealed envelope should be super scribed word **“Providing and Printing of Student attendance register, Teacher muster roll and other printing material for the schools under SMC 2024-25”**.
3. The suppliers/agencies should quote their rates in their own letter pad OR on plain paper with their rubber stamp.
4. The Quotations are invited to finalize the market rate for the above items.
5. For any queries contact Silvassa Municipal Council Office.
6. Print quality should be finest & samples should be approved by competent authority.

**Sd/-  
Chief Officer  
Silvassa Municipal Council  
Silvassa**

**Copy to:**

1. The President, Silvassa Municipal Council, Silvassa for kind information please.
2. All Head of Office, D&NH, Silvassa for kind information and wide publicity.
3. The Assistant Director (IT), DNH, Silvassa with request to uploading in DNH Administration Website and Official Silvassa Municipal Council website.
4. Notice Board