



To

The Concerned Printing Firms through
Notice Board/ Website of the institute

Memo No. 565

Dated: 27-02-2026

Sub: Invitation of quotation for printing of stationary items.

In this regard, you are requested to submit your most competitive quotation for printing of following stationary items with descriptions & specifications given below at GITI, Barara at Holi:-

Sr. No.	Name of items with description	Qty.	Rate Inc. GST Per Pc.
1.	Daily Dairy (100 Pages Both Side Printing with Binding alongwith Hard Cover)	40 nos	
2.	Demonstration Plan (100 Pages Single Side Printing with Paste Pad)	30 nos	
3.	Internal Assesment Record (100 Pages Both Side Printing with Paste Pad)	30 nos	
4.	Student Leave Record (100 Pages Both Side Printing with Paste Pad)	32 nos	
5.	Job Evaluation /Marking Record (100 Pages Both Side Printing with Paste Pad)	35 nos	
6.	Lesson Plan (100 Pages Both Side Printing with Paste Pad)	35 nos	
7.	Monthly Progress Card (100 Pages Both Side Printing with Paste Pad)	30 nos	
8.	Warning Letter (100 Pages Single Side Printing with Paste Pad)	32 nos	
9.	Printed Brown Kobra File cover (220 GSM) with Printed address "Office of Principal, Govt. ITI Barara at Holi" & other required details.	1200 nos	
10.	Form 'D' Register (100 Pages Single Side Printing with Binding alongwith Hard Cover)	35 nos	
11.	Performa For Inspection of Trade Instructor (100 Pages Single Side Printing with Paste Pad)	04 nos	
12.	Petty Store Register – B (150 Pages Both Side Printing with Binding alongwith Hard Cover)	28 nos	
13.	Examination Form (100 Pages Both Side Printing with Paste Pad)	35 nos	
14.	Student Gate Pass with Carbon Copy (100 Pages Single Side Printing with Binding alongwith Hard Cover)	40 nos	

The quoted price should be inclusive of Packaging & Forwarding charges etc. and prices should be F.O.R. at Govt. I.T.I. Barara at Holi (Ambala).

Other Terms & Conditions:-

1. The soft copies of data for of above items printing shall be provided by this institute and the firm will print in same as per the description given above.
2. The delivery period of above items shall be 15-30 days from the date of supply order.
3. The place of delivery of the above items shall be Govt. I.T.I. Barara at Holi (Ambala).
4. Payment shall be made within 30 days after delivery of printed items.
5. You are requested to provide your offer latest by 10.03.26 upto 2:00 PM by post/by hand.
6. The received quotations shall be opened on 10.03.26 at 3:00 PM in the presence of institute purchase committee in the O/o Principal, Govt. ITI, Barara at Holi.

Pshimar
Inst.

Purchase G.I.

O/S 27/02/2026
V.P.

Principal