

**Quotation for the Printing of various Forms and Registers of the
Examination Section**

Sealed quotations are invited from the interested parties for the printing of various examination related forms , Enrolment Registers, Migration books, Challan books etc. for the Examination Section of the university with "**Printing of various forms and registers for the Examination Section**" super scribed on the top of the envelopes.

The name and quantity of the said forms and registers are given below:

1. Challan book (150 pages in one book)---400 nos.
2. Invigilation list---8000 nos.
3. Form of account of Continuation Sheets ---10,000 nos.
4. Form of Admit card (for PG. M.Phil. etc) ---6000 nos.
5. Form of Admit card (for UG/Diploma/Certificate etc) ---10,000 nos.
6. Application form for the Annual/Supplementary exam ---16000 nos.
7. Form of Application of Transcripts---5000 nos.
8. Form of Statement of Internal Assessment---10,000 nos.
9. Remuneration forms ---8,000 nos.
10. Award Roll for practical exam---10,000 nos.
11. Award Roll for theory exam---10,000 nos.
12. Form of Statement of Marks ---2500 nos.
13. Form of Attendance form for Examinees ---10,000 nos.
14. Form of Students Enrolment Form –15,000 nos.
15. Enrolment registers-100 page---250 nos. with steel corners on both sides
16. Enrolment registers-125 page---150 nos. 250 nos. with steel corners on both sides
17. Migration books---250 nos.
18. Application for issue of Degree/ Diploma/Certificate---5000 nos.

The parties are required to check the **specifications and samples** of the above mentioned forms and registers in Room no- 209, II Floor, Examination Section, Main Building before submitting the quotations. Sealed quotations should be dropped in the Tender Box kept in the Purchase Section, Basement, Main Building latest by 16.09.2022 till 04:00 p.m.

Jamia Hamdard reserves the right to increase or decrease the number of items and their quantity without assigning any reason whatsoever.

For any queries, kindly call at: 26059688, Extension---5313, 5310

REGISTRAR