



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY,**  
**Sector-16 C, Dwarka, Delhi-110075**  
**Tele no-25302192, 25302194**  
**email- deputyregistrar@rediffmail.com**

F.No. (322)/Misc./C.F../DR(P)/13 5064

Dated: 28/3/13

**Quotation**

To,

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**Subject:- Request for printing of Complaint Book.**

Sealed quotations, mentioning consolidated/package value, are hereby invited for printing of 20 complaint Books (printed) containing 100 pages with duplicate (in multicolor) alongwith Sr. no. (Sample enclosed).

For any clarification/further information regarding the sample of the above mentioned items, you may visit Planning Branch of the University, Room No. 21, Administration Block, GGSIP University, Sector 16-C, Dwarka, New Delhi-110075.

You are, therefore, requested to submit the sealed quotations at above mentioned address and format for the aforesaid printing job, latest by 18.04.2013, which will be opened on the same day at 3:00 p.m. in the presence of representatives of interested agency/firm, by the committee.

Yours faithfully,



(Dr. Abha Vermani)

Dy. Registrar (Plg. & Policy)

**Copy to:**

1.  Incharge (Server Room), GGSIP University for uploading the above letter inviting Quotation on website of the University.
2. Notice Board.

Sample

**University Centre for IT Services & Infrastructure Management**  
**DWS-412, 4<sup>th</sup> Floor, D - Block**  
**Guru Gobind Singh Indraprastha University**  
**Sector-16 C, Dwarka, Delhi - 110078**

**COMPLAINT FORM**

1. Name of User : \_\_\_\_\_

2. Complete User Address with Phone & Mobile.No : \_\_\_\_\_  
\_\_\_\_\_

3. Machine /Equipment Details : (Model Sr.No. and Type/ Make) \_\_\_\_\_  
\_\_\_\_\_

4. Complaint Type : **Computer / Printer / Scanner / UPS / Internet / Networking / Software/Antivirus / Website/ Others**

5. Problem (Details of Complaint) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date :

(User Signature)

Sign. of Head of Deptt./Incharge

**Note:-**

1. Requirement of new computers and peripherals may please be requested to Registrar.
2. For website updation , e-mail is to be sent at E-mail ID : [ipupdation@yahoo.com](mailto:ipupdation@yahoo.com) along with the approval of the competent authority.

**For UCITIM Office Only: -**

**CALL REPORT**

Date of Call Closed: \_\_\_\_\_

Problem Details		Equipment Details	
Date of Call Received		Date of Call Attended	
Engg. Complaints Remarks		Engg. Sig. With Name	
Users Complaints Remarks		User Satisfied? (Yes/No)	Yes / No
User Sig. & Name		Call Status (Closed/Open)	Closed / Open

Asstt. Sig.: \_\_\_\_\_

Incharge Sig.: \_\_\_\_\_

