

To

Sub : Quotation for printing of Different Materials-regarding.

Dear Sir,

This Institute intends to print the following materials as per the specifications given below.

Sl. No	Description of items	Specification	Qty. to be Printed	Rate /Unit
1.	Application form	Size: 32 cm. X 19 cm. both side printing by 90 GSM JK Maplitho paper. To be numbered from Sl. No. 1 to 5000.	5000 nos.	
2.	Prospectus	Size: 32 cm. X 19 cm. both side printing by 90 GSM JK Maplitho paper.	5000 nos.	
3.	LTC Settlement Claim form	A/4 Size, 80 GSM, Both Side Printing, Bilingual (each set 5 pgs)	500 sets	
4.	APAR FORM	A/4 Size, 80 GSM, Both Side Printing, Bilingual A – set of 16 pages B– set of 16 pages C – set of 16 pages D – set of 12 pages E – set of 12 pages	100 sets 100 sets 200 sets 20 sets 20 sets	

The specimen copies of the above materials are available with General Store of the Institute which can be inspected during office hours before submission of the quotation.

In case you are interested to undertake the printing work, you are requested to submit your sealed quotation along with sample paper with valid PAN No. and VAT No. in a sealed cover superscribing on the envelope "Quotation for printing of Different Office Materials " So as to reach the undersigned on or before 28.12.2015.

Please note that quotation received after due date, unsealed condition and without sample paper, valid PAN No. and VAT No. will not be taken into consideration. The printed materials should be supplied strictly within the date mentioned in the final order.

This Institute reserves the right to reject the quotation either in full or part without assigning any reason thereof.

This issues with the approval of the competent authority.

Yours faithfully,

-Sd-
I/c. Administrative Officer