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09/09/16

To

Sub: Quotation for printing of different Examination/office Materials for the 2016-2018.

Dear Sir,

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

Expd. Under Head Pupils Fund (Examination Head)				
Sl No.	Name of the items	Specification of materials	Qty to be printed	Rate/Unit/1000 copies
01	Main Answer Sheet	i. (10.5 x 8.5)inches size each containing 8 pages	15000 copies	
		ii.(10.5 x 8.5)inches size each containing 16 pages	5000 copies	
02	Additional Answer Sheet	(10.5 x 8.5)inches size each containing 4 pages	12000 copies	
				Rate /Bulk(Qty)
03	a) Marks Foil (Class VI-X)	A4 size (JK Maphilitho 80 GSM)	1000 copies	}
	b) Marks Foil (Class XI-XII)	(10.5 x 8.5)inches size	1000 copies	
	c) Graph Sheet	A4 size printed on both sides of single paper	2000 copies	
	d)Assessment Register			
	(i) For Class XI & XII	(13 x 8) inches soft bound. Each register containing 20 pages	12 books	
	(ii) Scholastic Class VI to X	(12 x 8) inches soft bound (by Andhra Pulp) Each register containing 40 pages on 80gsm	18 books	
	(iii) Co-scholastic Class VI to X	(12 x 8) inches soft bound (by Andhra pulp) Each register containing 80 pages on 80gsm	18 books	
	(iv) Primary Section Class I to V	(12 x 8) inches soft bound (by Andhra pulp) Each register containing 40x6=240pages on 80gsm	18 books	
	e)Report Card	JK Pulp Board		
	(i) Class XI & XII	(9.5 x 12.5) inches	300 copies	
	(ii) Class VI to X	(12 x 16) inches	750 copies	
	(iii) Class III, IV & V	A4 size paper Yellow colour	300 copies	
	(iv) Class I & II	A4 size paper Blue colour	250 copies	

P.T.O

Expd. Under Head NP-OC-DMS			
01	Subject wise Attendance Register	(16x4) inches soft bound with brown cover page duly printed. Each register containing 16 sheets	150 registers
	Teaching Staff Attendance Register	(18x14) inches hard bound printing on ledger paper. Each paper containing 24 sheets. pages to be serialized.	5 registers
	Home Assignment Register	16x14 inches each hard bound, printing on 80gsm JK mupalitha paper 240 pages	100 pcs
02	CCS Proforma	CCA-1, CCA-2, CCA-3, CCA-4	8000 copies (2000 each)
03	Bank Challan Form	Yellow 60gsm paper	15,000 nos
04	Document Verification Form	A4 size	1000 nos
05	File Cover	The Sample must be verified before quoting the rate	1000 nos
06	Brown Envelops	15" x 2"	1000 nos
07	White Envelopes	10" x 5"	2000 nos

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 Examination/office Materials etc" so as to reach the undersigned on or before 16.09.2016.

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,

Administrative Officer