

To

Sub: Quotation for printing of D.M. School Diary for the session 2016-2017.

Dear Sir,

It is proposed to print total of 1200 copies of the School Diary as per the specifications given below. In case you are interested to print and supply the School Diary, you may submit quotation mentioning your valid PAN and TIN No. in a sealed cover superscribing the envelope "Quotation for D.M.School Diary 2016-2017" so as to reach the undersigned on or before 04.04.2016.

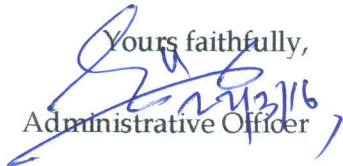
Sl.No	For Primary	For Secondary
1	Size : 9.5" X7.5"	Size : 9.5" X7.5"
2	Paper : 80 GSM JK Map litho Paper	Paper : 80 GSM JK Map litho Paper
3	Printing includes English, Oriya, Hindi and Sanskrit	Printing includes English, Oriya, Hindi and Sanskrit
4	No. of Pages :136	No. of Pages : 154
5	Properly Bound	Properly Bound
6	Glossy, Thick Frontside with school photograph and backside calendar of April 2016 to March 2017.	Glossy, Thick Frontside with school photograph and backside calendar of April 2016 to March 2017.
7	No. of Copies:400	No. of Copies:800

The specimen copy of the Diary is available in the Institute General Store, which can be examined before submission of quotation. The rate to be quoted against the materials with quantity is valid up to 31.03.2017.

Please note that the entire printed material will be rejected if the quality of printing is not satisfactory and the quality of paper is not as per the specifications mentioned or materials not delivered in stipulated time.

The quotation received after due date, unsealed quotation without valid PAN and TIN No. will be considered. The Institute reserves the right to reject any or all quotation without assigning any reason thereof.

This issues with the approval of the competent authority.

Yours faithfully,  
  
Administrative Officer