

No-58/3  
Dt-22-2-19

To

Sub: Quotation for Printing and Supply of File Covers and Writing Pads for Plan Programme 2019-2021 reg.

Dear Sir,

The Institute intends to print the following materials as per the detailed specification and quantity mentioned below. In case, you are interested to undertake the following works, you may submit your quotation mentioning valid PAN No. & GSTIN No. in a sealed cover superscribing "**Quotation for Printing and Supply of File Covers and Writing Pads for Plan Programme 2019-2021 reg.**" on or before **04.03.2019**. The rate quoted by your firm will be valid up-to 31.03.2020. The sample paper to be used for the purpose may be attached along with the quotation. The rate may be quoted for each and every items positively. Please note that if the quality of printing is not satisfactory and the quality of paper is not as per the stated standard, the Institute reserves the right to reject the entire printed materials If you agree to the above terms and conditions, please quote rate for the following item of work.

Sl. No.	Description of the Item	Qty. to be Printed	Specification (Quality of Paper and Size etc.)
1.	File Cover (Handmade Material) Sample "A"	10,000 nos	Handmade paper with trilingual printing of Institute Name, Address and Telephone Numbers etc. with NCERT Logo and Emblem. The file should contain two inner pockets on both sides. Cloth lining on the middle.
2.	Printing of 1/6 <sup>th</sup> Size Writing Pad	10,000 nos	a) 50 pages (25 sheets) with 70 GSM white paper for inner pages. Perforated/Centre stitched and text book model open. b) The cover page is of Colour Pulpboard Cover of 150 GSM with trilingual printing of Institute Name, Address, Telephone Number etc. with NCERT Logo inner hazy background in every pages and Emblem.

Please note that quotation received after due date, unsealed quotations and without sample paper, valid PAN No. will not be taken into consideration. The specimen copies of the material are available in the Institute General Store which may be examined before submitting the quotation.

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

