

To,

No-2947
Dt 17-09-2021

Sub: Quotation for Printing and Supply of File Covers, Letter Head Pad and different Forms 2021-2023.

Dear Sir/Madam,

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, Letter Head Pad and different Forms 2021-2023." on or before 23.09.2021 by 5:00 pm. The rate quoted by your firm will be valid up-to 31.03.2023. The specimen copies of the material are available in the Institute General Store which may be examined before submitting the quotation. 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 item positively with TAX as applicable may also be indicated in respect of the items. 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.)	Rate Quoted /1000nos/ per Books
1	File Cover (Handmade Material)	10,000 nos	Handmade paper with trilingual printing of Institute Name, Address and Telephone Numbers etc. with NCERT Logo and Emblem. Eyelet with cap and cloth lining on the middle. (As per sample)	
2	Letter Head Pad (Macro)	100 Books	Size: A4 (29.7cm x 21cm), Paper: 75GSM. No. of pages 100, Matter to be printed on the top of the cover page. (As per sample)	
3	Letter Head Pad (Micro)	50 Books	Size: (25cm x 18.5cm), Paper: 75GSM. No. of pages 100, Matter to be printed on the top of the cover page. (As per sample)	
4	Forms Bilingual	10,000 nos	A4 size paper, Single side printing (As per sample)	
5	Forms Bilingual	10,000 nos	A4 size paper, Both side printing (As per sample)	

Please note that quotation received after due date, unsealed quotations and without sample paper, valid GSTIN No. will not be taken into consideration.

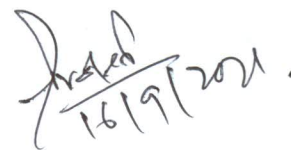
Please note that if the quality of printing is not satisfactory and the quality of paper is not as per the stated standard, the Institute reserves the right to reject the entire printed materials without assigning any reason thereof.

This issues with the approval of the competent authority

Yours faithfully,


Administrative Officer

Copy to: 1. I/c CAC to upload in the Institute Website.
2. All Notice Boards of the Institute.


16/9/2021