

NO.PRAG (A&E)/HK-STY/2015-16/

Date: 26/06/2015

To

Sir,

**SUB: QUOTATION FOR SUPPLY OF PRE-PRINTED  
AND PLAIN COMPUTER STATIONERY**

Sealed quotations are invited for printing and supply of Pre-printed / Plain computer stationery detailed in the Annexure, to the quantity mentioned against them.

The quotations should be addressed to Sri M.CHANDRAMOHAN, Senior Accounts Officer (OM) and reach this office on or before 06/07/2015.

**TERMS & CONDITIONS**

1. The rates quoted should be **NET, inclusive of taxes, delivery charges etc.**
2. INCOME TAX AND CONNECTED CHARGES WILL BE DEDUCTED AT SOURCE..
3. The validity of the quotations should be for a period of SIX MONTHS. from 25/06/2015.
4. The quantity mentioned in the annexure is approximate.
5. The order may be placed either with one OR many suppliers as decided by the purchase committee.
6. The entire supply should be made in one lump within THREE WEEKS, from the date of receipt of the order, if and when placed.
7. EMD of Rs 10,000/-(Rupees Ten Thousand Only) in favour of "PAO, IAD," must accompany the quotation. Quotation without EMI will be rejected.
8. The supplier should have tax registration (i.e. KST, CST, TIN etc., whichever is applicable)
9. **Samples of 60 gsm, 70 gsm, 80 gsm, 100 gsm, and 120 gsm of paper indicating the brand such as TNPL etc.), must be submitted along with the quotation.**
10. This office reserves the right to reject any quotation without assigning any reasons thereof.

Yours faithfully,

(M.CHANDRAMOHAN)  
Senior Accounts officer

<b>SI No.</b>	<b>Specification</b>	<b>Quantity</b>
1	PPO - (100 gsm SIZE 8.5 X 11) Pensioners Portion-10000 Disbursers Portion- 10000 Printing on Front and Back of both the portions and placed one below the other Single colour	10000 (SETS)
2	PFW AUTHORISATION 60+60+60+60 GSM Size 9 x 12 x 4 Printing on front and back, with water mark (front only) Numbering to be done serially for each set.	30000
3	Subscriber Status -2 80 Gsm- Size 15 x 12 x 1 (132 COL) Printing-Single colour-Top of the page	350000
4	Pay Slip 70 gsm, Size 10 x 12 X 1 Part Printing on the Front and Back	10000
5	Pay Slip 60+60 gsm Size 10 x 12 x 2 Parts Printing on the Front and Back	125000
6	Pay slip 60+60+60 gsm Size 10 x 12 x 3 Parts Printing on the Front and Back	100000
7	C&R -120 GSM, Size 15 X 12 X 1 Part 132 col. Printing on one side-Top of the page	65000
8	80 COL -70 GSM-Single 10 x 12 x1-Single Part Printing on one side-Top of the page	142000
9	80 COL -70 GSM- Two Parts 10 x 12 x2 Printing on one side-Top of the page	67000
10	80 COL -70 GSM- Three parts 10 x 12 x2 Printing on one side-Top of the page	150000
11	132 COL -70 gsm-Single 15 x 12 x 1 Printing on One side -Top of the page	53000
12	132 COL -70 gsm-Two Part 15 x 12 x 2 Printing on One side -Top of the page	5000 (approx)
13.	132 COL -70 gsm-Three Part 15 x 12 x 3 Printing on One side -Top of the page	3000

