

ENQUIRY NOTICE

Sealed quotations are invited for supply of the File Covers as per the specification mentioned against them

DESCRIPTION	PRINTING
FC-1. G.E (Colour: Yellow) 80-90 gms (With center calico)	Bilingual, Three Pages(Front & Inside Pages)
FC-2. PENSION (Colour: Red) 80-90 gms	Bilingual, Single page
FC-3.GENERAL (Colour: White) 80-90 gms	Bilingual, Three Pages(Front & Inside Pages)
FC-4.LOANS (Colour: Blue) 80-90 gms	Bilingual, Single page
FC-5.PROVIDENT FUND (Colour: White) 80-90 gms	Bilingual, Single page
FC-6.ADMINISTRATION (Colour: Red) 80-90 gms (With Center calico)	Bilingual, Single page
FC-8. R.T.I FILE COVERS (Colour: Yellow) 80-90 gms	Bilingual, Single page
FC-9.APAR FILE COVERS (Colour: Blue) 80-90 gms	Bilingual, Single page

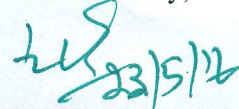
The envelopes containing the quotations should be superscribed **“QUOTATIONS FOR FILE COVERS / 2016-17** and addressed to **Sri M.CHANDRAMOHAN, Senior Accounts Officer (OM)** so as to reach this office on or before **03 /06/2016.**

TERMS & CONDITIONS

1. The rates quoted should be **NET, inclusive of taxes, delivery charges etc.**
2. Upward revision of prices will not be entertained during the course of the year for any reason.
3. **The rates should be quoted per file cover AND SHOULD BE VALID UP TO 31/03/2017.(One year)**
4. Defective supplies should be replaced at the cost of the supplier.

5. Samples of the file cover for which the rates are quoted should accompany the quotation.
6. This office reserves the right to reject any quotation without assigning any reasons thereof.
7. Assortment of colors within a particular type of file cover is not allowed.
8. The supplies are to be made within a period of 15 days, as and when the orders are placed.
9. Payment will be made by cheque within 10 working days from the date of receipt of goods.

Yours faithfully,



M.CHANDRAMOHAN.
Senior Accounts Officer (OM)

Copy to :