

OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION,

PATRACHAR VIDYALAYA, BL BLOCK SHALIMAR BAGH, DELHI- 110088

Ref. No. PV/2017-18/..607.....

Date 26.05.2017

To

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Subject: QUOTATION FOR PRINTING OF LETTER HEADS ,FEE RECEIPTS BOOKS, PROVISIONAL CERTIFICATE FOR CLASS- XII

Sir/Madam,

Sealed quotations are invited for printing of the below mentioned items including binding charges, numbering etc.

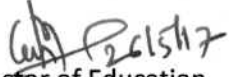
S.NO.	Name of the item	Specification
1.	800 Receipt books	Size A-8 on 60 GSM paper with two coloured leaves containing 50X2 leaves
2.	100 Pads of provisional certificate for class XII	Size A-4 on 60 GSM paper with two coloured leaves containing 100X2 leaves
3	Letter Heads (Big + small size)	(Sheet 22" x 18") Size ¼ & size 1/5

You are requested to send you rates along with VAT/GST for printing of above mentioned items latest by **12.06.2017** at **2.00 p.m.** in sealed envelope cover super scribed "**QUOTATION FOR PRINTING OF LETTER HEADS FEE RECEIPT BOOKS & PROVISIONAL CERTIFICATES**" in the office of the undersigned. Specimen paper of each item be attached with quotation.

TERMS & CONDITION

1. Quote the cost of each pad of 100 leaves of Provisional Certificates in duplicate.
2. Quote the cost of each pad of 50 leaves of fee receipts.
3. Quoter should have TIN number and rate should be quoted on their letter head.
4. Quoter should have PAN number.
5. Quote the rates clearly in words & figures indicating the freight charges, taxes, VAT etc if any (no cutting & overwriting will be entertained).
6. The work should be completed within five days after placing the work order.
7. The sample may be inspected at this office on any working day between 10 a.m. to 4.00 p.m.

Thanking You,


Deputy Director of Education,
Patrachar Vidyalaya

✓ I. O.S. (I.T.) with the request to upload the same on the website of the Deptt. (Tenders)