

Dear Sirs,

You are requested to quote the most competitive rate for the followings:

SL.NO.	PARTICLARS OF ITEMS	ITEMS REQUIRED
1.	Scribbling Pad (Medium as per sample-100 sheets in each pad)	300 Pads
2.	Computerpaper-A-4 BILT COPY POWER 75 GSM)	150 Packets
3.	Petty Cash Voucher Pad)50 sheets in each pad as per sample)	300 Pads

- 1. Rate:** Your quoted rate should be inclusive of all taxes and duties and delivery charges.
- 2. Delivery at:** Head Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700 001
- 3. Delivery period:** Within 15 days from the date of order.
- 4. Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
- 5. Last date of submission:** Your sealed offer must reach to our Head Office before 12.08.10

(S. BANERJEE)