

Dear Sirs,

You are requested to quote the most competitive rate for the following items as per our sample:

SL.NO.	PARTICULARS OF ITEMS	ITEM REQUIRED
1.	Lever Arch File (Ambassador-as per our sample)	100 Pcs
2.	Petty Cash Voucher pad (50 sheets in each pad as per our sample)	150 Pads
3.	Note Sheet Pad (100 sheets in each pad as per our sample)	100 Pads
4.	Wages Slip (as per our sample)	2000 Nos.
5.	Scribbling pad(100 sheets in each pad-front side ruled back plain as per our sample)	150 pads
6.	Inter Office Memorandum for site (small as per our sample)	2000 Nos.
7.	Inter Office Memorandum for site (big as per our sample)	2000 Nos.

1. **Rate:** Your quoted rate should be inclusive of all taxes, duties and delivery charges.
2. **Issue of Tender:** Tender will be issued between 18.05.12 to 31.05.12.
3. **Delivery at:** Free delivery should be made at our Head Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700 001
4. **Delivery period:** Within 15 days from the date of order.
5. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
6. **Last date of submission:** Your sealed offer must reach to our Head Office on or before 01.06.2012 at 11 A.M.
7. **Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.

(S. BANERJEE)