

NIT/DGM(P-V)/SB/GS&OE/VARIOUS STATIONERY**Date: 29.05.15**

Dear Sirs,

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

Sl.No.	DESCRIPTION OF ITEMS	ITEMS REQUIRED
1.	Car Log Book(100 pages in each book as per sample)	36 Nos.
2.	BBJ Letter Head(A-4 size as per our sample)	5000 Nos.
3.	Payment Voucher Pad(100 sheets in each pad as per sample)	36 Pads
4.	Payment Voucher Pad(50x2 -100 sheets in each pad as per our sample)	36 Pads
5.	PRO-FORMA "B" Pad (100 pages in each pad as per our sample)	36 Pads

- 1. Rate:** Your quoted rate should be inclusive of all taxes, duties and delivery charges.
- 2. Issue of Tender:** Tender will be issued between **29.05.15 to 11.06.15**.
- 3. Delivery at:** Head Office, 27, R.N. Mukherjee Road, 1st floor, Kolkata – 700 001
- 4. Delivery period:** Free delivery should be made within 21 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 **12.06.2015 at 10.30 A.M.**
- 7. Date & Time of Opening:** On **12.06.2015 at 2.30 P.M.**
- 8. Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.

(SIBAJI BANERJEE)