

26th July, 2011

Sub: Printing and Deigning of Institute Brochure with Mailer

We are pleased invite quotation for the above subject. If you are interested you may submit your offer as per details given below latest by 2nd August, 2011 in a sealed envelope mentioning 'Quotation for Institute Brochure Phase II' on the envelope and be dropped in the box kept with the Security guard at the main gate, before the due date.

S.No.	Item	Qty	Rate	Tax %
1.	<u>Mailer</u> : Institute letter head with color print. Size: 8.25"x11.75"; Paper: 130gsm imported art paper. One side print	2000		
2.	<u>Institute brochure</u> : Size: 8.25"x11.75". 4 color print. Paper 300 gsm imported art card. No. of pages 4.	2000		
3.	<u>Envelopes</u> : size: 12"x9" – 2 color print on 120 gsm imported art paper	2000		

- Sample of each item is available with the undersigned for inspection on working days from Monday to Friday 9.00 a.m. to 1700 hrs.. Contact No.41242422.
- Delivery should be made within the given time after approval of the design
- No extra delivery charges will be paid

Thanking you,

Yours faithfully,

K J Mathew