

Sub: **Annual Rate Contract for supplying Printed Stationary**

Notice Inviting Quotations

We require office stationery on Annual Rate Contract basis for the year 2011-12. A detailed list of estimated quantity of item to be supplied, as per our requirement is enclosed herewith. If you are interested you may submit your offer to this office on the following terms and conditions latest by 5.00 p.m. on or before 28<sup>th</sup> March, 2011 in a sealed envelope along with Earnest Money Deposit of Rs.2500/- (refundable) by DD/Pay order in favour of FORE School of Management, payable at New Delhi.

Terms & Conditions

- Purchase order will be sent by fax, E-mail or communicated to you by telephone;
- Delivery should be made within two days after receiving order from FORE School of Management;
- No delivery charges will be paid extra
- Tax shall be paid as applicable;
- Payment will be made within 10-15 days after receiving the items in good conditions and verification of the same;
- Rate offered shall remain firm for a period of one year;
- In complete and without Earnest Money Deposit, quotation shall not be entertained.
- Quotation in sealed envelopes, mentioning “Quotation for Printed Stationery” on the envelopes is to be dropped in the box kept with “security” before the due date.

Thanking you,

Yours faithfully,

K J Mathew  
Assistant Administrative Officer

Encl: As above

| <b>Printing Stationary 2011-12</b> |   |                           |                 |             |                     |
|------------------------------------|---|---------------------------|-----------------|-------------|---------------------|
| <b>S.No.</b>                       | <b>Item</b>   | <b>Estimated Quantity</b> | <b>Unit per</b> | <b>Rate</b> | <b>Total Amount</b> |
| 1                                  | FSM/MDP letter heads – Executive bond 85 gsm paper A-4 size double color screen printing (as per sample)  | 21000                     |                 |             |                     |
| 2                                  | Envelopes Plain size 10x41/2” Super sunshine 100 gsm paper double color screen printing (as per sample)   | 8000                      |                 |             |                     |
| 3                                  | Envelopes Window: size 10x41/2” Super sunshine 100 gsm paper double color screen printing (as per sample)   | 13000                     |                 |             |                     |
| 4                                  | Envelopes size: 16x12” laminated 125 gsm Ballapur paper yellow cream color double color screen printing as per sample   | 1400                      |                 |             |                     |
| 5                                  | Envelopes 10x12” laminated 125 gsm Ballapur paper yellow cream color double color screen printing   | 1950                      |                 |             |                     |
| 6                                  | Letter heads Super Sunshine 120 gsm paper A-4 size 2 color 3 impression screen printing (as per sample)   |                           |                 |             |                     |
| 7                                  | Visiting card 210 gsm Glazed German Ivory size:55mm x 87 mm 2 color screen printing in one side   | 6100                      |                 |             |                     |
| 8                                  | Visitors pass – consisting 100 sheet pad single color print size:5.5x4.5”   | 1000                      |                 |             |                     |
| 9                                  | Voucher pad 68 gsm paper size 9x5.5” single color print consisting 100 sheets pad   |                           |                 |             |                     |
| 10                                 | Receipt book with duplicate sheet 75 gsm paper consisting 100 sheets book with serial number Super maplitho 75 gsm paper size: 51/2X9”  |                           |                 |             |                     |
| 11                                 | Complimentary cards – handmade paper size:4x2.5" single color print   | 200.00                    |                 |             |                     |
| 12                                 | Print account card size:8.5x5.25”front side printed in 2 color and rest of the matter printed in one color (black) on 300 gsm seniarmask art card duly centre cressing and folding. |                           |                 |             |                     |

|    |   |         |  |  |  |
|----|---|---------|--|--|--|
| 13 | Writing pad 70 gsm Maplitho paper A-1/8 size (8.50x5.25") 10 sheets one side ruled with 210 gsm white card cover with screen printing | 600     |  |  |  |
| 14 | FORE letter heads Executive bond 85 gsm paper A4 size 2 color and 3 impression  | 1000.00 |  |  |  |
| 15 | Yellow Envelop 14x10" double color screen print and inside lamination 120 gsm paper   |         |  |  |  |

**Printing Stationary 2011-12**

| S.No. | Item   | Estimated Quantity | Rate | Tax% | Total Amount |
|-------|--|--------------------|------|------|--------------|
| 1     | Answer sheets (10 leaves) with single punch hole & middle stapling 65 gsm paper both side ruled in green color front page green color offset print size: 9"x11"      |                    |      |      |              |
| 2     | Continuation sheets (4 leaves) 65 gsm paper both side ruled – front page on green color offset print single punch on left top with centre stapling size: 11.25x8.75" |                    |      |      |              |
| 3     | Ruled sheet A-4 size (210x297mm) ruling distance shall be same as answer sheets 65 gsm paper in green color consisting 5 sheets per set (as per sample)              | 15000              |      |      |              |
| 4     | Ruled Sheet A-4 size ruling distance shall be same as answer sheets 65 gsm paper in green color ink rule. (500 sheets per packet)                                    | 40 pkt.            |      |      |              |