



साहित्य अकादेमी

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Speed Post/By hand

SAE.122/Service/ 5269-5280

7 August 2016

To

Sub : Quotation for printing stationery items (Envelope & Letter head)

Dear Sir (s),

Sealed quotations are invited from reputed printing firm for supply of following stationery items as per specifications mentioned below on or before 25 August 2017 at the above address to Officer-in-charge, Regional Office, Kolkata superscribing on the top of envelope 'Confidential Contents Quotation for Stationary, last date 25 August 2017'.

Sl No.	Description of item	Qty.	Rate (Rs.) with GST
1.	Envelope with lining cloth (14.5 x 10") with address printed on front	1000 pcs	
2.	Craft paper envelope (12"x10") with address printed on front	2000 pcs	
3.	White plain paper envelope (4.5"x8") with address printed on front	10000 pcs	
4.	White standard paper envelope (4.5"x9") with address printed on front	10000 pcs	
5.	White standard paper window envelope (4.5"x9") (plastic pasting)	10000 pcs	
6.	A4 size letter head in white executive bond paper with logo address at the top and bound in 100 sheets each	10000 pcs	
7.	Demy 1/6 th size letter head in white Ex. bond paper with logo & add. at the top and bound in 100 sheets each	5000 pcs	
8.	Legal size Note Sheet (Blue) with logo and name at top and bound In 100 sheets each.	10000 pcs	

The terms and conditions of supply of items are as under :

- The rates quoted should be valid for a period of 30 days
- Self-certified copy of PAN card
- All rates should be inclusive of all Taxes and Delivery charges
- Payment will be made within 30-45 working days after submission of bills in triplicate.
- Printer shall confirm the variety of paper on their letterhead and provide a full-sheet Of paper sample mentioning nomenclature and quality of paper.
- Quotation is to be sent addressing 'To the Officer-in-charge and should reach to the Above address latest by **25 AUGUST 2017**

Thanking you,

Yours faithfully,

(Goutam Paul)
Officer-in-charge