

NOTICE INVITING QUOTATION

Sealed Quotations are invited from reputed printers for printing and supplying of the following articles as per the specification and direction thereof.

- a. Wall Calendar (for the year 2011) – Containing 6 pages.
- b. Wall Calendar (for the year 2011) – Single Page.
- c. Executive Diaries (for the year 2011)
- d. Pocket Diaries (for the year 2011)- as per sample kept in the Head office.
- e. Desk Calendar (for the year 2011)- containing 12 pages.
- f. New Year’s Greetings Card (for the year 2011)

Schedule for the items for supply will be as follows :

| Sl.No. | Description of Item | Quantity | Rate | Amount |
|---------------|--|-----------------|-------------|---------------|
| 1. | Wall Calendar for the year 2011-Containing 6 pages in glossy paper with spiral binding and hanging arrangement (53cmx41cm) | 450 pcs. | | |
| 2 | Wall Calendar for the year 2011 – Containing single page (30 inchesx20 inces) | 2000 pcs. | | |
| 3 | Desk Calendar for the year 2011 – 12 pages with spiral binding (25 cm x 14 cm) | 200 pcs. | | |
| 4 | Executive diary (single day page) for the year 2011 (24 cm x 19 cm) | 300 pcs. | | |
| 5 | Pocket Diary (as per sample kept in the office of the undersigned) for the year 2011. | 450 pcs. | | |
| 6 | New Year’s Greetings Card (18 cm x 14 cm in single folded condition) | 200 pcs. | | |

Rates for all the articles shall be quoted as per above schedule. Sealed quotations will be received at the Head office on all working days up to 1.00 p.m. till 30.11.2010 and shall be opened thereafter in presence of the willing participants. The quotation shall be submitted along with the sample of each item to be printed except pocket diary. Such samples will be returned after final selection.

The authority reserves the right to accept or reject any or every quotation or quotations without assigning any reason or reasons whatsoever.

General Manager(Admin)

Ref.No.SCMF/Pers/1037

Date : 22.11.2011

To

M/S.....

.....

.....

Sub.: Quotation for Diary Calendar 2011.

Dear Sir,

Enclosed find herewith notice inviting quotation for publication of Diary and Calendar for the year 2011.which is sale explanatory. You are requested to take necessary action accordingly.

Encl. As stated.

Yours faithfully,

General Manager (Admn.)