**Purchase Section**

**Registered**

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Sub: Notice inviting revised quotation for printing of Registration forms.**

This Institute intends to print registration forms. Please send your revised quotation to the undersigned in a sealed cover duly super scribed on envelop “Quotation for Registration forms” so as to reach latest by closing date/time i.e. 15.02.13 up to 4.00 P.M.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Description of item** | **Qty.** | **Remarks** |
| 1. | Printing of registration forms (both sides) on A-4 size paper of 80 Gsm quality. One pad contains 100 pages with simple pad type binding. Detail of forms is as per specimen enclosed. | 300 pads |  |

**The Terms & Conditions are as under:-**

1. Rate of ST/VAT if extra must be mentioned clearly.
2. The other terms & conditions for submitting the quotation, are given overleaf, which must be carefully read before submitting the quotation.
3. Quotation other than those addressed will not be entertained.
4. The Prices quoted should be FOR SLIET, Longowal.
5. Quotations received later than 4.00 PM on due date are liable to be ignored.
6. Quotation must be sent on the letter head of the party.
7. As per instructions if purpose of quotation is not super scribed and quotation is opened by mistake then it may be rejected.
8. It may be noted that quotation will be sent through post only. The institute is located in a remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time to avoid any sort of delay.

Dr. R. K. Mishra

F. I/c (Purchase)