

NIT/DGM(P-V)/AN/GS&OE/ANNUAL ACCOUNTS

Date: 17.06.15

Dear Sirs,

You are requested to quote the most competitive rate for **Printing of Annual Accounts for the Accounting year 2014-15 as per details listed below:**

- (a) English Version without cover binding (40-42 pages): 250 copies
- (b) Hindi Version without cover binding (40-42 pages): 125 copies
- (c) English Version with cover binding (40-42 pages): 100 copies
- (d) English & Hindi Version (combined) with cover binding (80-84 pages): 50 copies

Conversion from English version to Hindi version will also have to be done by the printer.

The paper should be good quality (Map litho paper)

1. **Rate:** Your quoted rate should be inclusive of all taxes and duties and delivery charges.
2. **Issue of Tender:** Tender will be issued between **17.06.15 to 30.06.15**.
3. **Payment:** Within 30 days from the date of delivery and submission of bill with receipted challan.
4. **Last date of submission:** Your sealed offer must reach to our Head Office on or before **01.07.2015 upto 10.30 A.M.**
5. **Time , place & date of opening:** **3.00 P.M. on 01.07.15 at Head Office.**
6. **Validity of the offer:** Your offer should valid at least 90 days from the date of quotation.
7. **Delivery:** **Within 21 days from the date of order.**

(SIBAJI BANERJEE)