

Sub: Annual Rate Contract for supplying Printed Stationery
Notice Inviting Quotations

FORE School of Management (FORE) requires office stationery on Annual Rate Contract basis for the year 2012-13. A detailed list of estimated quantity of item to be supplied is enclosed herewith. Interested parties may submit their offer in a sealed cover in the box kept in the Security Office on the following terms and conditions latest by 5.00 p.m. on or before 6th March, 2012 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 as per specifications , 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,

Shalini Rawat
Assistant Administrative Officer

Encl: As above

Printing Stationary 2012-13					
S.No.	Item	Estimated Quantity	Unit per	Rate	Total Amount
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 10x4 1/2” Super sunshine 100 gsm paper double color screen printing (as per sample)	8000			
3	Envelopes Window: size 10x4 1/2” 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	2000			
6	Letter heads Super Sunshine 120 gsm paper A-4 size 2 color 3 impression screen printing (as per sample)	As required basis			
7	Visiting card 210 gsm Glazed German Ivory size:55mm x 87 mm 2 color screen printing in one side	6500			
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	As required basis			
10	Receipt book with duplicate sheet 75 gsm paper consisting 100 sheets book with serial number Super maplitho 75 gsm paper size: 5 1/2X9”	As required basis			
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 creasing and folding.	As required basis			
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	As required basis			

Printing Stationary 2012-13

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"	As required basis			
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"	As required basis			
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.			

