

NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD, HISAR – 125001 (HARYANA)

F. No : 3-341/S&P/04-05/Vol-I / 5393 - 5404 Dated : 7-1-12

To

Director, Sirsa

Subject : Quotation for printing of 300 copies of Hindi Book

Dear Sir (s),

On behalf of the Director of this institute, I am inviting your lowest quotation for the above said work.

Sr. No	Description of Good/Items	Specification No or sealed patter No	Approximate No or Qty	Remarks if any
	List enclosed			

1. (a) The rates should be quoted on F.O.R. HISAR (N. Rly) at NRCE, Sirsa Road. Hisar basis indicating separately unit price, packing, forwarding, freight and Insurance in clear terms.
(b) The unit price should be for the same units of same indicate above/in list enclosed.
(g) Quantity, discount, if any should be indicated separately.
(h) Offers on firm price basis will only be accepted.
2. Rates of tax and other taxes liable should be indicated in clear terms separately & Sale Tax Registration Number both under Central and State Tax Act/Rules should be specially indicated. NO FORM 'C' FOR 'D' WILL BE ISSUED BY THIS INSTITUTE.
3. Manufacturer's name, their trade mark and brand, if any should invariably be mentioned in the quotation, illustrated leaflets giving technical particulars, operation manual etc. should be sent along with the quotation to facilitate consideration of offer.
4. The rates quoted should be valid for 90 days from the date of opening of quotation.
5. There should be no cuttings/overwriting. This cutting if any should be duly attested. Unattested amended/overwriting figures will not be considered.

6. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on the tendered.
7. Minimum period of delivery of the stores/material should be specified in the quotation.
8. Quantities of each item to be purchased may vary according to actual requirement of this institute at the time of placing order
9. Payment will be made within reasonable time say 30 days after the receipt of material/stores in good condition at this Institute.
10. Quotation should be sent in a sealed cover and the cover containing the quotation must bear the words :-
QUOTATION FOR : Printing of 300 copies of Hindi Book
Last date of receipt of quotation : 18-1-2012 at 3.00 Pm
Opening date of quotation : 18-1-2012 at 3.30 PM
Quotation received in an unsealed cover or received after the due date and those which are ambiguous are liable to be rejected.
11. This Institute reserves the right to reject any or all the quotation(s) received without assigning any reasons thereof.
12. All communications must be address to the undersigned by DESIGNATION ONLY and not be name.

Yours faithfully,

Asstt. Admin. Officer

37/112

Specification:

पुस्तक प्रतियों की संख्या	:	300
पृष्ठों की संख्या	:	125-150
पुस्तक का आकार	:	9" x 6 1/2"
कवर पेज	:	300 GMS imported art Laminations सहित, चार रंग Printing
अतिरिक्त पेज	:	काला, श्वेत, चार रंग-छायाचित्र, 100 GMS imported paper Perfect Binding