

To

Ms.

Sub : Inviting Quotations for Preparation of Various Programme Reports.

Sir,

This Institute is preparing various reports every year for which rate of items as per the list enclosed are invited. The firm will be required to collect the materials and deliver the same to the institute after completion of the work. The payment will be made by crossed cheque/RTGS after satisfactory completion of the programme reports.

In case you are interested to undertake the job, as per the above terms and conditions, you may submit your quotation in the enclosed proforma mentioning your PAN No. and GST No. in a sealed cover superscribing on the top of the envelope " **Quotation for preparation of reports for various programme of the Institute**" so as to reach the undersigned on or before 15/02/2019. The rate quoted will be valid upto dt. 31/03/2020.

The quotation received after due date, unsealed condition without valid PAN No. and GST No. will not be considered. The Institute reserves the right to reject any or all quotations without assigning any reason thereof.

This issues with the approval of the Principal.

Yours faithfully,


Administrative Officer

Encl : proforma (enclosed 2 pgs.)


5/2/19.

PROFORMA FOR PREPARATION OF VARIOUS PROGRAMME REPORTS

The rates may be quoted for A-4 size paper only

Sl. No.	Name of the Work	Description of Work	Rate per Unit	Rate		
1	Running Text	a) Typing including cost of Paper (J.K. Copier)				
		1. In English	With Equations Without Equations	Per Page Per Page		
		2. In Hindi	With Equations Without Equations	Per Page Per Page		
		3. In Bengali	With Equations Without Equations	Per Page Per Page		
		4. In Oriya	With Equations Without Equations	Per Page Per Page		
		b) DTP & Printing : Including Cost of Paper (J.K. Copier & 02 proofs)				
		1. In English	With Equations Without Equations	Per Page Per Page		
		2. In Hindi	With Equations Without Equations	Per Page Per Page		
		3. In Oriya	With Equations Without Equations	Per Page Per Page		
		4. In Bengali	With Equations Without Equations	Per Page Per Page		
		c) Printing Laser on A-4 Size J.K. Copier		Per Page		
		d) Colour Printing on Art Paper including cost of Paper (130 GSM CINAR ART)		Per Page		
		e) Cover Page Printing in Multi Colour		Per Page		
		1. Plastic coated Art Board (A-4 Size with paper)				
		2. Ordinary Art paper (A-4 Size with paper)		Per Page		
		3. With Colour Photographs including paper		Per Page		
		f) Cover Page Printing Single Colour		Per Page		
		1. Plastic coated Art Board (A-4 Size with Paper)				
		2. Ordinary Art Paper (A-4 Size with Paper)		Per Page		
		2.	Table	a) Typing : Including cost of Paper (J.K. Copier)	Per Page	
				b) DTP including Cost of Paper & Printing (J.K. Copier)	Per Page	
		3.	Graph chart	DTP including Paper & Printing	Per Page	
		4.	Xeroxing Black & White	75 GSM J.K Copier Paper (A-4)	Per Page	
			Xeroxing Colour	A-4 J.K. Copier	Per Page	
Xeroxing	On OHP Transparency sheet (excluding cost of sheet)		Per page			
5.	Art with Caption	Size : 4" x 4" 4" x 6" 6" x 8"	Per page			

