Dr. D. Deivamoney Selvem  
Dean (Academic)  
NITT/DEANAC/Quota/Con.folder 2010  
Date : 13.8.2010

To

Sir,

Sub : Quotation for Printing and supply of “Convocation Folder 2010 – Called for – Regarding. 

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Kindly arrange to send your quotation in the prescribed form (enclosed) for Printing and supply of “Convocation Folder 2010” as per the specification given below:

SIZE : 320 mm Height and 240 mm Width  
Finish : Pad making with NITT Logo & Individual Name and Roll No on Screen Printing in Cover with Cold Colour.  
Materials : Outer : Tan Leather  
Inner Materials: Lamination Board  
Base Materials : 2 mm Sundry Grey Board , 4 Socket Corner Outer Edge Metal Corner  
Quantity : Approx 1300 Nos.  
Colour : Gold, Silver, Brown Blue, Brown (Green) & Maroon)  
Printing : Gold  
Delivery : on or before 12.09.2010 at NIT Trichy  
Last date for submission of quotations: 27/08/2010 3.00 pm  
Quotation will be opened on 27/08/2010 4.00 pm

Your quotation should be address to “ The Director, National Institute of Technology Trichy – 620 015” Kind attention “the Dean (Academic) “Office of the Dean (Academic and the same should reach to the undersigned on or before 27/08/2010 at 3:00 p.m. The quotation will be opened by the Registrar, NIT, Tiruchirappalli – 620 015 on 27/08/2010 at 4.00pm.

The Institute shall not be responsible for any postal delay about non-receipt / non deliver of the quotation or due to wrong address.

Yours truly,

Dean(Academic)  
Encl : one specimen:

Quotation Form
[ To be used by the bidder for submission of the bid ]

1. Component Name : 

2. Specifications : 

3. Unit Price : 

4. Quantity : 

5. Total cost (Inclusive of VAT) : 

6. Taxes and other charges :
   (i) Specify the type of taxes and duties in percentages and also in figures
   (ii) Specify other charges in figures : 

7. Delivery Period : 

Signature of the Bidder : 

Name and Designation : 

Business Address : 

Place : 
Date : 
Seal of the Bidder’s Firm