As per the order leaf

Sahayap/Sir,


With reference to the subject cited above, it is to inform that this office is interested to design and print a technical book in English on competitive quotation basis. The interested parties can quote their lowest rate for designing, printing and supply of the above book as per the specifications, terms and conditions are as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of item with specification</th>
<th>Quantity (Nos.)</th>
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</table>
|        | Size : Crown ¼ size  
|        | Matter : 52 pages, 130 gsm art paper, multi colour printing.  
|        | Wrapper : 360 GSM Art board, all 4 pages Multi colour printing with Lamination.  
|        | Binding : Centre Pin.                                                          |                 |

1. Sealed quotations duly superscribed "Quotation for printing and supply of technical Book (English)" should be submitted to this office so as to reach the undersigned on or before 02.07.2019 up to 2.00 PM.

2. The quotations will be opened on 02.07.2019 at 3.00 PM in the presence of the authorized representatives of the parties who chose to be present. In case, the date of opening of quotation is declared as closed holiday, the same shall be opened on the next working day at the same specified time. The quoted rate should be valid for at least 120 days.

3. The quotations which are not in a sealed cover or not superscribed as indicated in Item No. 1 above or received after due date shall be rejected summarily.

4. The Firm to whom the orders are placed should be in a position to supply the ordered items immediately. The quantity may or may not vary while placing order.

5. Full payment will be made only when the materials are printed and supplied as per our specifications and within time limit. No advance payment is entertained.

6. The undersigned reserves the right to accept or reject in part or full any quotation without assigning any reason.

Yours faithfully,

Assistant Director (A.D.A.)