



NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015, Tamil Nadu, India

Tel : +91-431-2503010

Fax : + 91-431-2500133

E-Mail : deanac@nitt.edu

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.

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:

Note : Your envelope should be super scribed “ The Quotation for Print and supply of “Convocation Folder 2010” Ref:NITT/Deanac/quto/Conf.Folder /2010.

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