



**GOVERNMENT OF INDIA PRESS**  
**MINTO ROAD, NEW DELHI.**

Form No. 2  
Speed Post

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2017

Dated 2-11-

To,  
(As per list )

**Sub: NIT for the purchase of Hard Board.**

Gentleman,

Please quote your lowest rate for following articles.

Your quotation should be sent in a sealed cover superscripted "Quotation for 'Hard Board' **due on 17.11.2017** addressed to **The General Manager**, Govt. of India Press, Minto ad, New Delhi, by name. The total amount including local taxes, **if any applicable should be written both in words and figures**, otherwise your quotations is liable for rejections. Probable time needed for supply may also be stated. The make of the article quoted should also be stated with. The above item should be quoted free delivery destination Press premises otherwise specified. The Manager reserves the rights to reject any quotation without assigning any reason s on it.

Please note that tender will be opened at 3.30 P.M. on the date given above in the presence of representatives of the firms who wish to be present.

This is an enquiry called for without any obligation on the undersigned. All goods will be subject to approval.

1. **Hard Board - 3000 Nos.**  
**(27"X32"/32 Ows)**

Yours faithfully,

**D.M./A.M.(Tech.)**

- NOTE:- (i) Quotation should be valid for 180 days from the date of opening the quotations.  
(ii) Make, brand and quality of the offer should be mentioned.  
(iii) A sample /specimen /illustrated catalogue should accompany the quotation "free of cost", for the test and consideration.  
(iv) Pan Number should be mentioned in your quotation.