

Registered Post

PR/Print –Misc/07/ 11-12

16.05.2011

To,

List of Empanelled Printers and supplier from open Market.

Subject: Sealed quotations for printing and supply of "Fixed Assets" registers, "Stationary, Chemicals & Spare Parts" register, CPF Registers and receipt books, Visiting Cards, Letterheads, General Letterheads of CPCB.

Sir,

Sealed quotations are invited for printing and supply of above items as per the specifications given below

Sr. No.	Items	Size	No. of Page	Qty.	Paper	Binding
1.	Fixed Assets Register	13"X16"	500	25	Ledger paper as per sample	Hard Bound
2.	Stationary, Chemicals & Spare Parts Register	14"X20"	500	25	Ledger paper as per sample	Hard Bound
3.	CPF Register	11"X12"	250	20	Ledger paper as per sample	Hard Bound
4.	Receipt books	20"X30"/8	50+2	20	80 GSM Maplitho in 2-col	With Gutta
5.	Visiting Cards	American	--	100 & 200	Recycled 270 GSM both side screen printing in bilingual in two colour	---
6.	Letterheads	A4	100 in each pads	20-30 packets	German D.O. 105 GSM	Loose jacket
7.	Letterheads of CPCB	A4	100 in each pad	500 pads	Super sunshine 80 GSM	Loose jacket

Note:

1. All the pages have to be numbered and indexing from A to Z with round cornering;
2. The job will be on turnkey basis;
3. Binding will be hard bound
4. Each quotation will be in **Separate sealed envelope** and clearly indicate the **name of the job**.
5. Samples of the the items may please be seen before quotation the rates.

The sealed quotations must reach the **In-charge PR on or 30.05.2011 at 03:00pm.**

Thanking You

With regards

(Mita Sharma)
I/c. PR