**NOTICE INVITING QUOTATION**

Sirs,

Please send your quotation against each of the following items to the undersigned in a sealed cover superscribed with our Reference No. & Due date of opening:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of article &amp; full specification</th>
<th>Unit</th>
<th>Qty.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Photo Copier Paper A4 Size (Powermake) 75 GSM (210x297mm) Balanced Mill Pack Weight 2.3kg per Put (800 Sheets per Put)</td>
<td>Ream</td>
<td>1000</td>
<td>For (Admin)</td>
</tr>
</tbody>
</table>

The quotation will be received by the office of the undersigned up to 3.00 p.m. Quotation received later than 3.00 p.m. on due date are liable to be ignored.

**Note:**

1. The terms & Conditions for submitting the quotation are given in the next page which must be carefully read while submitting the quotations.
2. The quotation will be opened by the PC constituted by the competent authority at 3:30 PM in the o/o the DR(Stores) on the due date.

**Deputy Registrar (Stores)**
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016