NOTICE INVITING QUOTATION

To, [Name]

Please send your quotation 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>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transcript Envelope annotated (Size 12 1/2 cm x 31 cm) with pasting Three Colors Printing as Per Sample Sample may be collected from Central Store. (Pratib Singh)</td>
<td></td>
<td>10000</td>
<td></td>
</tr>
</tbody>
</table>

The quotation will be opened by the undersigned in his office at 3.30 p.m. in the presence of attending Tender. Quotations 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 overleaf which must be carefully read before submitting the quotations.
2. Quotations other than those addressed will not be entertained.

[Website of the Institute]

(Please Sign) Deputy Registrar (Stores) Indian Institute of Technology Hauz Khas, New Delhi - 110 016