NOTICE INVITING QUOTATION

Sirs,

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>Provisional Certificate (As Per Sample)</td>
<td></td>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Semester Grade Card (As Per Sample)</td>
<td></td>
<td>9000</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Registered/Registered Air Mail Official Transcript Envelope (As Per Sample)</td>
<td></td>
<td>2000</td>
<td></td>
</tr>
</tbody>
</table>

Sample can be seen in the Oram No: AD III, 1.1.T, Delhi (Store Furniture Section)
Contact Person: Kamal
Tel: 011-26597154

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.
**TERMS & CONDITIONS COVERING SUBMISSION OF QUOTATIONS**

1) **DELIVERY**
   - The rates quoted must preferably be for free delivery/F.O.R. Delhi after allowing the discount, if any.

2) **TERMS OF PAYMENT**
   - Our normal terms of payment within 30 days after receipt of stores in sound condition by means of a cheque.

3) **LOCAL OFFICES**
   - Firms located outside Delhi, having their local Branch Office at Delhi will supply the material through their Delhi Office.

4) **TAXES**
   - No Sales Tax concession under Form 'C' and 'D' is admissible to this Institute. Please charge full sales tax/CST.

5) **DIRECTORS RIGHTS**
   - Director reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities demanded also vests with him.

6) **VALIDITY OF QUOTATIONS**
   - Quotations will be considered valid for 3 months from the date of receipt unless otherwise stated.

7) **CORRESPONDENCE**
   - No correspondence regarding acceptance/rejection of a quotation will be entertained.

8) **SAMPLES**
   - Samples where asked for, will invariably be made available and sent along with the quotations.

9) **METHOD OF SUBMISSION OF QUOTATIONS**
   - Quotations should be sent in a sealed cover marked at the top OUR N.I.Q. REFERENCE AND DUE DATE FOR OPENING as otherwise these will not be considered.

10) **REJECTION**
    - Quotation not conforming to the set procedure as above will be rejected.

11) **DISCOUNT/REBATES**
    - Special discount/rebate wherever admissible keeping in view that the supplies are being made for Educational purpose in respect of Public Institution of National importance may please be indicated.