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केन्द्रीय विद्यालय काशी हिन्दू विश्व विद्यालय परिसर, वाराणसी
Kendriya Vidyalaya Banaras Hindu University Campus, Varanasi

(शिक्षा मंत्रालय, भारत सरकार/Ministry of Education, Govt. of India)

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CBSE AFF NO. : 2100031

CBSE SCHOOL NO. : 74119

पत्रांक फा-43089(1)/2022-23/के.वि.बी.एच.यू. / 439 - 435

दिनांक : 17 .09.2022

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विषय : विद्यालय में प्रिंटिंग कार्य के निविदा आमंत्रण के संदर्भ में ।

Sub : " Invitation for Quotations for printing/supply of printed materials, question paper etc. for use in the KV BHU Campus Varanasi - reg".

महोदय/Dear Sir,

01- केन्द्रीय विद्यालय संगठन, केन्द्रीय वित्त पोषित स्वायत्त निकाय द्वारा संचालित केन्द्रीय विद्यालय बीएचयू कैंपस वाराणसी, सोसायटी पंजीकरण अधिनियम, 1860 के तहत पंजीकृत एक संस्था है। संगठन स्थानांतरण योग्य केंद्र सरकार के कर्मचारियों के बच्चों को शिक्षा प्रदान करने के लिए स्थापित केन्द्रीय विद्यालयों की योजना का प्रबंधन करता है। The Kendriya Vidyalaya BHU Campus Varanasi run by Kendriya Vidyalaya Sangathan, a centrally funded Autonomous Body, is a Society registered under Societies' Registration Act, 1860. The Sangathan administers the Scheme of Kendriya Vidyalayas set up for imparting education to the children of transferable Central Govt. Employees.

02- पंजीकृत फर्मों से मुहरबंद प्रतिस्पर्धी कोटेशन विभिन्न प्रिंटिंग कार्य की आपूर्ति के लिए केन्द्रीय विद्यालय, बीएचयू परिसर, वाराणसी की तरफ से आमंत्रित किए गए हैं (अनुलग्नक -1 के साथ संलग्न सूची के अनुसार) Sealed competitive quotations from the Registered Firms are invited by the undersigned on behalf of the Kendriya Vidyalaya , BHU Campus, Varanasi for supply of the following items (As per list attached herewith Annexure-I).

03. बोली लगाना /Bid Price

(क) सभी दरें एफ.ओ.आर. होनी चाहिए एवं दर में उत्पाद शुल्क, विक्री कर, भाडा शुल्क या अन्य कर या प्रदायक के लिए जो भी शुल्क लागू हो वो सभी दर में सम्मिलित होने चाहिए। केन्द्रीय विद्यालय बीएचयू कैंपस वाराणसी निविदा की स्वीकृति के समय निविदा में अगर किसी शुल्क का उल्लेख नहीं किया गया है तो किसी प्रकार के कर या भाडा शुल्क चुकाने के लिए जिम्मेदार नहीं होगा। The contract shall be for the supply of the mentioned items to the KV BHU Campus Varanasi. The bidder shall quote for items in the format of quotation attached. Corrections, if any, shall be made by crossing out, initialling, dating and rewriting; All duties, taxes and other levies payable by the bidder shall be included in the total price. However, the tax and duties liveable should be quoted separately.

(ख) बोलीदाता द्वारा उद्धृत दरों को अनुबंध की अवधि के लिए तय किया जाएगा (और केवल भारतीय रुपये में उद्धृत किया जाएगा); The rates quoted by the bidder shall be fixed for the duration of the contract (and shall be quoted in Indian Rupees only);

(ग) प्रत्येक बोलीदाता केवल एक कोटेशन जमा करेगा Each bidder shall submit only one quotation;

(घ) टैलेक्स या Facsimile कोटेशन स्वीकार्य नहीं हैं Telex or Facsimile quotations are not acceptable

(च) जिनका निविदा स्वीकार किया जाएगा उन्हें संविदाकार के नाम से पुकारा जाएगा, वह अपने निविदा के साथ **विद्यालय विकास निधि, केन्द्रीय विद्यालय बी०एच०यू०** वाराणसी के नाम डीडी / चेक द्वारा रु.5,000/- (पाँच हजार मात्र) की अग्रिम राशि जमा कराएगा और कोटेशन अमान्य अस्वीकृत होने पर अग्रिम राशि लौटा दी जाएगी। संविदा की शर्तों का अनुपालन न करने पर अग्रिम राशि को जब्त कर लिया जाएगा। जमा धन उन बोलीदाताओं को वापस किया जाएगा जिनके प्रस्ताव निविदा खोलने के 30 दिनों के भीतर स्वीकार नहीं किए गए हैं। ईएमडी /अपर्याप्त ईएमडी के बिना प्राप्त निविदाएं खारिज कर दी जाएंगी। **Earned Money amounting to Rs. 5000/- (Rupees Five Thousand only) by DD/Cheque in favour of "VVN KV BHU VARANASI" payable at Varanasi. No interest will be paid by Bank on Earnest Money Deposit. Earnest Money Deposit shall be refunded to those bidders whose offers have not been accepted within 30 days of opening of the tender. Tenders received without EMD/inadequate EMD shall be rejected.**

(छ) सबसे कम बोली लगाने वाले को विद्यालय के साथ एक ईमानदारी संधि पर हस्ताक्षर करने की आवश्यकता होगी (प्रतिलिपि संदर्भ के रूप में संलग्न प्रतिलिपि)। The lowest bidder(s) will be required to sign an Integrity Pact with the VIDYALAYA (Copy enclosed as ready reference).

(ज) किसी प्रकार के कर या भाडा शुल्क चुकाने के लिए जिम्मेदार नहीं होगा क्योंकि आपूर्ति विद्यालय तक करनी होगी Rates quoted should be FOR (Door Supply)

4. निविदा की वैधता Validity of quotations

कोटेशन जमा करने के लिए निर्दिष्ट समय सीमा के बाद एक वर्ष से कम अवधि के लिए कोटेशन वैध रहेगा। The quotation shall remain valid for a period not less than ONE YEAR after the deadline specified for submission of quotations.

5. कोटेशन का मूल्यांकन Evaluation of quotations:

खरीदार पर्याप्त उत्तरदायी होने के लिए निर्धारित कोटेशनों का मूल्यांकन और तुलना करेगा, यानी, जो हैं: ठीक से हस्ताक्षरित, और नियम और शर्तों और विनिर्देशों की पुष्टि करें

The Purchaser will evaluate and compare the quotations determined to be substantially responsive, i.e., which are: properly signed, and confirm to the terms and conditions and specifications.

मूल्यांकन एक साथ रखे सभी प्रत्येक वस्तुओं के लिए अलग अलग किया जाएगा। जिन वस्तुओं के लिए कोई दर उद्धृत नहीं की गई है उन्हें शून्य के रूप में माना जाएगा और कुल राशि की गणना उसी प्रकार की जाएगी। बोलीदाता जिसने किसी एक या अधिक आइटम की आंशिक मात्रा के लिए उद्धृत किया है उसे गैर-उत्तरदायी माना जाएगा। क्रेता उत्तरदायी बोली लगाने वाले को अनुबंध प्रदान करेगा, जिनकी कुल लागत एक साथ रखी गई है, सबसे कम है। The evaluation would be done for all the items wise. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

6. अनुबंध का पुरस्कार: **Award of contract:**

(क) क्रेता बोलीदाता को अनुबंध प्रदान करेगा जिसका कोटेशन काफी उत्तरदायी होने के लिए निर्धारित किया गया है और जिसने उपरोक्त पैरा 5 के अनुसार सबसे कम कीमत की पेशकश की है। The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5 above;

(ख) जिस बोलीदाता को बोली स्वीकृत की जाती है उसे कोटेशन वैधता अवधि की समाप्ति से पहले कार्यालय द्वारा अनुबंध के पुरस्कार की अधिसूचना दी जाएगी। The bidder whose bid is accepted will be notified of the award of the contract by the Office prior to expiration of the quotation validity period;

(ग) इकाई मूल्य या किसी अन्य नियम और शर्तों में किसी भी बदलाव को स्पष्ट रूप से निर्दिष्ट करने के लिए पुरस्कार की अधिसूचना। The Notification of Award to clearly specify any change in the unit price or any other terms and conditions accepted.

(घ) सामान्य वाणिज्यिक वारंटी / गारंटी आपूर्ति किए गए सामान (यदि लागू हो) पर लागू होगी। Normal commercial warranty/guarantee shall be applicable to the supplied goods (if applicable);

(च) माल की डिलीवरी और उनकी स्वीकृति के 30 दिनों के भीतर भुगतान किया जाएगा। Payment shall be made within 30 days after the delivery of goods and their acceptance;

(छ) उपरोक्त के बावजूद, क्रेता किसी भी कोटेशन को स्वीकार या अस्वीकार करने और बोली प्रक्रिया को रद्द करने और अनुबंध के पुरस्कार से पहले किसी भी समय सभी कोटेशन को अस्वीकार करने का अधिकार सुरक्षित रखता है। Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

7. कोटेशन प्राप्त होने की अंतिम तिथि और समय: **Last date and time of receipt of quotations:**

आपसे अनुरोध किया जाता है कि निविदा पंजीकृत डाक के द्वारा {लिफाफे पर लिखी गई " प्रिंटिंग कार्य के लिए कोटेशन ", 12:30 बजे से पहले 04-10-2021 तक नवीनतम कोटेशन 1.00 पीएम पर खोले जाएंगे। बोली लगाने वाले या उनके प्रतिनिधि जो कोटेशन खोलने के समय उपस्थित होना चुनते हैं उन्हें ऐसा करने के लिए आमंत्रित किया जाता है। You are requested to submit the sealed quotations (in the enclosed proforma **Annexure-II**) by speed post superscribed on the envelope as "**Quotations for the supply of printing/supply of printed stationary**", latest by **13-10-2022 before 12:30 noon**. The quotations shall be opened at **01.00 p.m. on 14-10-2022**. The bidders or their representatives who choose to be present at the time of opening of quotation are invited to do so.

खरीदार कोटेशन प्राप्त करने के लिए उत्सुक है और केवी बीएचयू परिसर, वाराणसी में बोलीदाताओं के हितों की सराहना करता है। The purchaser looks forward to receiving the quotation and appreciates the interest of the bidders in the KV BHU Campus, Varanasi.

नोट : किसी भी प्रकार से भाषा कि विसंगति में अंग्रेजी भाषा को ही माना जाएगा।



डॉ दिवाकर सिंह
डा० दिवाकर सिंह/Dr. Divakar Singh
प्राचार्य/Principal
के०वि०बी०एच०यू० वाराणसी-05
K.V. BHU Campus, Varanasi-05

Annexure-I (Samples may be seen at the Vidyalaya.)

SN	Brief description of Goods with specification	Quantity (approx.)	Delivery period	Place of delivery
1	2	3	4	5
1.	Printing of Question Paper A-4 Size(1-100) single Side printing(60 GSM Paper)	As per requirement	Will be decided after approval of quotation	KV BHU Varanasi
2.	Printing of Question Paper A-4 Size(1-100) Both side printing(60 GSM Paper)	-do-	-do-	-do-
3.	Printing of Question Paper A-4 Size(101-200) single Side printing(60 GSM Paper)	-do-	-do-	-do-
4.	Printing of Question Paper A-4 Size(101-200) Both side printing(60 GSM Paper)	-do-	-do-	-do-
5.	Printing of Question Paper A-4 Size(201-500) single Side printing(60 GSM Paper)	-do-	-do-	-do-
6.	Printing of Question Paper A-4 Size(201-500) Both side printing(60 GSM Paper)	-do-	-do-	-do-
7.	Printing of Question Paper A-4 Size(501-1000) single Side printing(60 GSM Paper)	-do-	-do-	-do-
8.	Printing of Question Paper A-4 Size(501-1000) Both side printing(60 GSM Paper)	-do-	-do-	-do-
9.	Printing of Question Paper A-4 Size (1001 onward) single Side printing(60 GSM Paper)	-do-	-do-	-do-
10.	Printing of Question Paper A-4 Size (1001 onward) Both side printing(60 GSM Paper)	-do-	-do-	-do-
11.	Proforma Printing with Binding Pad of 100 Pc single Side printing(60 GSM Paper)	-do-	-do-	-do-
12.	Proforma Printing with Binding Pad of 100 Pc Both side printing(60 GSM Paper)	-do-	-do-	-do-
13.	Bi color Certificate printing/100, (300GSB Art Board 8.5X10.5")	-do-	-do-	-do-
14.	Tri colour Certificate printing/100(300GSB Art Board 8.5X10.5")	-do-	-do-	-do-

15.	Progress Report Card for Primary (classes I – II)/100, (As per sample)(250 GSM Board)	-do-	-do-	-do-
16.	Progress Report Card for Primary(Classes III – V)/100, (As per sample)(250 GSM Board)	-do-	-do-	-do-
17.	Progress Report Card for Secondary (Classes VI – VIII)/100, (As per sample)(250 GSM Board)	-do-	-do-	-do-
18.	Progress Report Card for Secondary (Classes IX – X)/100, (As per sample)(250 GSM Board)	-do-	-do-	-do-
19.	Progress Report Card for Secondary (Class XI)/100, (As per sample)(250 GSM Board)	-do-	-do-	-do-
20.	Progress Report Card for Secondary (Class XII)/100, (As per sample)(250 GSM Board)	-do-	-do-	-do-
21.	Result Register/per pc.(100 page (as per sample))	-do-	-do-	-do-
22.	Marks Slip Primary/1000(As per the Sample)	-do-	-do-	-do-
23.	Marks Slip Secondary/1000(As per the Sample)	-do-	-do-	-do-
24.	Printing of Student Diary / per pc. 1/8Demy(5.5X9")(Cover Page Multicolor, Laminated 350 GSM art board, 106 Pages single color, centre swing, Fevicol binding, Excellent finish)	-do-	-do-	-do-
25.	Invitation Cards/100(Single color Printing)	-do-	-do-	-do-
26.	Invitation Cards/100(Bi color Printing)	-do-	-do-	-do-
27.	School Name & Address printed Andhra Craft Envelops/1000(4X9 inches , 36 Kgs.)	-do-	-do-	-do-
28.	School Name & Address printed Andhra Craft Envelops/1000(4.5X12 inches , 36 Kgs.)	-do-	-do-	-do-
29.	School Name & Address printed Andhra Craft Envelops/1000(5X12 inches , 36 Kgs.)	-do-	-do-	-do-
30.	School Name & Address printed Laminated Envelops (Gauze layer cloth)/100(6X12 inches Delux quality)	-do-	-do-	-do-
31.	School Name & Address printed Laminated Envelops (Gauze layer cloth)/100(10X14 inches Delux quality)	-do-	-do-	-do-
32.	School Name & Address printed Laminated Envelops (Gauze layer cloth)/100(12X16inches Delux quality)	-do-	-do-	-do-

33.	Delux Answer Booklet 04 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	-do-	-do-	-do-
34.	Delux Answer Booklet 08 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	-do-	-do-	-do-
35.	Delux Answer Booklet 12 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	-do-	-do-	-do-
36.	Delux Answer Booklet 20 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	-do-	-do-	-do-
37.	Students' Profile/100(60 pages ¼ demy size per book)	-do-	-do-	-do-
38.	File Cover/100(Mount Bound with KV name) Good quality	-do-	-do-	-do-
39.	Period wise Daily Teacher's Diary (As per Sample)/100	-do-	-do-	-do-
40.	Class room Daily Diary (As per Sample)/100	-do-	-do-	-do-
41.	Daily Arrangement Register triple bound 50 page each(As per Sample)/pc	-do-	-do-	-do-
42.	Staff Attendance Register (As per sample)/pc	-do-	-do-	-do-
43.	Daily attendance Register of students with additional sheet for details about the students (As per sample)/pc	-do-	-do-	-do-
44.	Note Pad - 50 ruled page, mount bond with KV Name (As per sample)/100	-do-	-do-	-do-
45.	Admission Registration form (As per sample)/1000	-do-	-do-	-do-
46.	Admission Form(As per sample)/100	-do-	-do-	-do-
47.	Medical Reimbursement Form (As per sample)/100	-do-	-do-	-do-
48.	Gate Pass Slip (as per sample)/1000	-do-	-do-	-do-
49.	Visitors Slip (as per sample)/1000	-do-	-do-	-do-
50.	Fee Receipt Books in Duplicate bound with school name printed/pc (as per sample)	-do-	-do-	-do-
51.	Teacher's Diary for Primary Section (as per sample)/pc	-do-	-do-	-do-

52.	Teacher's Diary for Middle Secondary and senior secondary (as per sample)/pc	-do-	-do-	-do-
53.	School Magazine 10.75" X 8.5" Rate up to 80 pages Cover page=250 GSM Art Board in multicolour (4 pages back to back) with lamination , Inside colour=130 GSM Art paper (12 pages back to back), Article printing/Single colour printing (black & white) with Maplitho paper 25 kg/ream (Ballarpur)	-do-	-do-	-do-
54.	Daily Enrolment position register (as per Sample)	-do-	-do-	-do-
55.	Character Certificate double bound 100 page each/pc	-do-	-do-	-do-
56.	T.A.Bills Forms/100	-do-	-do-	-do-
57.	Multi-colour Certificate printing/100(300GSB Art Board 8.5x10.5")	-do-	-do-	-do-
58.	Photo state (one side) – A4 size	-do-	-do-	-do-
59.	Photo state (both side) - A4 size	-do-	-do-	-do-
60.	Photo state (one side) – Legal size	-do-	-do-	-do-
61.	Photo state (both side) - Legal size	-do-	-do-	-do-
62.	Photo state (one side) – full scape size	-do-	-do-	-do-
63.	Photo state (both side) - full scape size			

Kendriya Vidyalaya BHU, Varanasi
Format of Quotation

नोट: कृपया दिए गए यूनिट के अनुसार ही रेट दें, अपने तरीके से यूनिट बदलने से आपके द्वारा दिया गया कोटेशन रद्द कर दिया जाएगा।

SN	Brief description of Goods with specification	Unit/Pkt Rate (Rs.)	Total Amount without GST	GST Rate in %	GST Amount	Total Amount with GST
1	2	3	4	5	6	7
1	Printing of Question Paper A-4 Size(1-100) single Side printing(60 GSM Paper)	100				
2	Printing of Question Paper A-4 Size(1-100) Both side printing(60 GSM Paper)	100				
3	Printing of Question Paper A-4 Size(101-200) single Side printing(60 GSM Paper)	100				
4	Printing of Question Paper A-4 Size(101-200) Both side printing(60 GSM Paper)	100				
5	Printing of Question Paper A-4 Size(201-500) single Side printing(60 GSM Paper)	100				
6	Printing of Question Paper A-4 Size(201-500) Both side printing(60 GSM Paper)	100				
7	Printing of Question Paper A-4 Size(501-1000) single Side printing(60 GSM Paper)	100				
8	Printing of Question Paper A-4 Size(501-1000) Both side printing(60 GSM Paper)	100				
9	Printing of Question Paper A-4 Size (1001 onward) single Side printing(60 GSM Paper)	100				
10	Printing of Question Paper A-4 Size (1001 onward) Both side printing(60 GSM Paper)	100				
11	Proforma Printing with Binding Pad of 100 Pc single Side printing(60 GSM Paper)	100				
12	Proforma Printing with Binding Pad of 100 Pc Both side printing(60 GSM Paper)	100				
13	Bi color Certificate printing/100, (300GSB Art Board 8.5X10.5")	100				
14	Tri colour Certificate printing/100(300GSB Art Board 8.5X10.5")	100				
15	Progress Report Card for Primary (classes I – II)/100, (As per sample)(250 GSM Board)	100				

16	Progress Report Card for Primary(Classes III – V)/100, (As per sample)(250 GSM Board)	100				
17	Progress Report Card for Secondary (Classes VI – VIII)/100, (As per sample)(250 GSM Board)	100				
18	Progress Report Card for Secondary (Classes IX – X)/100, (As per sample)(250 GSM Board)	100				
19	Progress Report Card for Secondary (Class XI)/100, (As per sample)(250 GSM Board)	100				
20	Progress Report Card for Secondary (Class XII)/100, (As per sample)(250 GSM Board)	100				
21	Result Register/per pc.(100 page (as per sample))	1				
22	Marks Slip Primary/1000(As per the Sample)	1000				
23	Marks Slip Secondary/1000(As per the Sample)	1000				
24	Printing of Student Diary / per pc. 1/8Demy(5.5X9”)(Cover Page Multicolor, Laminated 350 GSM art board, 106 Pages single color, centre swing, Fevicol binding, Excellent finish)	100				
25	Invitation Cards/100(Single color Printing)	100				
26	Invitation Cards/100(Bi color Printing)	100				
27	School Name & Address printed Andhra Craft Envelops/1000(4X9 inches , 36 Kgs.)	1000				
28	School Name & Address printed Andhra Craft Envelops/1000(4.5X12 inches , 36 Kgs.)	1000				
29	School Name & Address printed Andhra Craft Envelops/1000(5X12 inches , 36 Kgs.)	1000				
30	School Name & Address printed Laminated Envelops (Gauze layer cloth)/100(6X12 inches Delux quality)	1000				
31	School Name & Address printed Laminated Envelops (Gauze layer cloth)/100(10X14 inches Delux quality)	100				
32	School Name & Address printed Laminated Envelops (Gauze layer cloth)/100(12X16inches Delux quality)	100				
33	Delux Answer Booklet 04 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	1000				
34	Delux Answer Booklet 08 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	1000				
35	Delux Answer Booklet 12 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	1000				

36	Delux Answer Booklet 20 Pages/1000(22.5 X27.5 Cms 60 GSM good quality Paper)	1000				
37	Students' Profile/100(60 pages ¼ demy size per book)	1				
38	File Cover/100(Mount Bound with KV name) Good quality	100				
39	Period wise Daily Teacher's Diary (As per Sample)/100	100				
40	Class room Daily Diary (As per Sample)/100	100				
41	Daily Arrangement Register triple bound 50 page each(As per Sample)/pc	1				
42	Staff Attendance Register (As per sample)/pc	1				
43	Daily attendance Register of students with additional sheet for details about the students (As per sample)/pc	1				
44	Note Pad - 50 ruled page, mount bond with KV Name (As per sample)/100	100				
45	Admission Registration form (As per sample)/1000	100				
46	Admission Form(As per sample)/100	100				
47	Medical Reimbursement Form (As per sample)/100	100				
48	Gate Pass Slip (as per sample)/1000	1000				
49	Visitors Slip (as per sample)/1000	1000				
50	Fee Receipt Books in Duplicate bound with school name printed/pc (as per sample)	1				
51	Teacher's Diary for Primary Section (as per sample)/pc	1				
52	Teacher's Diary for Middle Secondary and senior secondary (as per sample)/pc	1				
53	School Magazine 10.75" X 8.5" Rate up to 80 pages Cover page=250 GSM Art Board in multicolour (4 pages back to back) with lamination , Inside colour=130 GSM Art paper (12 pages back to back), Article printing/Single colour printing (black & white) with Maplitho paper 25 kg/ream (Ballarpur)	1				
54	Daily Enrolment position register (as per Sample)	1				
55	Character Certificate double bound 100 page each/pc	1				

56	T.A.Bills Forms/100	100				
57	Multi-colour Certificate printing/100(300GSB Art Board 8.5x10.5")	100				
58	Photo state (one side) – A4 size	per sheet				
59	Photo state (both side) - A4 size	per sheet				
60	Photo state (one side) – Legal size	per sheet				
61	Photo state (both side) - Legal size	per sheet				
62	Photo state (one side) – full scape size	per sheet				
63	Photo state (both side) - full scape size	per sheet				

We agree to supply the above goods in accordance with the specifications for the above mention unit price shown against the item(s) for which quotations have been submitted, within the period specified in the Invitation for Quotations,

सील-मुहर