



Institute of Hotel Management, Catering Technology and Applied Nutrition

Veer Savarkar Marg, Dadar (W), Mumbai-400 028. India.
Phone: 022-24457241/42, 2445 9154 Fax: 022-24449779
Email: director@ihmctan.edu / admin@ihmctan.edu

E-TENDER NOTICE

NIT No: IHM/e-Tender/Print/Mumbai/15/ 2019 - 2020

Dated: 17 /04/2019

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for **Printing Item** at Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai-400028.

Note: Only EMD and Tender fee to be submitted to the cashier in offline mode, rest all the documents to be submitted strictly online mode.

Sr. No	Name of work	P.AC.	EMD	Time allowed for completion of supply	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Supply of Printing Item at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	Rs.1.00 Lacs	Rs. 2,000/- payable through DD/Bankers cheque as per the tender document.	2 days	Rs. 200/- payable through DD/Bankers cheque as per the tender document.	AS PER TENDER WIZARD

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal www.tenderwizard.com/IHM Enrolment on the above mentioned Portal is mandatory.
2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Digital Certificates. The Bidders may contact **Mr. Satadala Samanta (8013426317) & Mr. Mayank Singh (800115628)** for obtaining Class - III Digital Signature Certificates and get registration.
3. Tender documents are also available in our website www.ihmctan.edu but for participation purpose you have to through www.tenderwizard.com/IHM website.
4. The tenders are required to upload on e-tendering portal: www.tenderwizard.com/IHM as per dates Indicated in Key Dates.
5. **Tender cost and processing fee are non-refundable.**
6. Submit EMD, of **Rs. 2,000/-** in the form of Demand draft drawn from any Nationalized Bank in favor of **Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai** payable at **Mumbai**. **For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.**
7. Tenderer which qualifies the Technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. **Institute of Hotel Management, Catering Technology and Applied Nutrition** reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof.
8. Security Deposit will be Rs.2000/- to be deposited after the contract is awarded in the form of DD.

Sd/-
PRINCIPAL
Institute of Hotel Management
Catering Technology and Applied
Nutrition, Mumbai.

Technical Document

Kindly upload scan copies of the below mentioned documents

Online Tender Schedule:			
S. No	Stages Name		Start Date and Time
1	Start of downloading of tender document		18.04.2019 10:00 a.m.
2	Closure of downloading of tender document		03.05.2019 18:00 p.m.
2	Last date and time of online submission of Bid.		05.05.2019 18:00 p.m.
3	Last Date of EMD,TENDER FEE SUBMISSION OFFLINE MODE TO THE CASHIER		06.05.2019 11.00 a.m.
5	TENDER OPENING Technical		06.05.2019 2.00 P.m.
6	TENDER OPENING Financial		Will be intimated later
7	Minimum Validity of Tender offer		180 Days
8	Estimated cost of tender		
9	TENDER OPENING Financial		Will be intimated later

Note: - Only online submission of tender is mandatory.

Procedure for submission of E-tender by bidder:

Interested bidders who wish to participate should visit website www.tenderwizard.com/IHM which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website www.tenderwizard.com/IHM for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through DD and upload the scan copy in website.
4. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated "Acknowledgement Copy" of tender submission.
6. Bidder can change quoted rates any time before of closing date & time.

Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

e-Tendering Helpline no: 011-49424365 For Support: For e-tendering queries kindly contact **Mr. Satadala Samanta** (twhelpdesk701@gmail.com) Mob- 8013426317, **Mr. Mayank Thakur** (twhelpdesk605@gmail.com) Mob- 800115628

sd/-
PRINCIPAL
Institute of Hotel Management
Catering Technology and Applied
Nutrition, Mumbai-400028

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
Veer Savarkar Marg, Dadar West, Mumbai 400 028

E-TENDER NOTICE

SEALED tenders are invited for the supply of the following items on a rate contract basis, for the period 1 JUNE 2019 to 31 MAY 2020.

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit in DD. **DD SHOULD BE SUBMITTED SEPARATELY AND SHOULD NOT BE SEALED TOGETHER WITH THE TENDER FORM.** Earnest Money Deposit will be forfeited in case after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement.
2. Well known Branded products will be given preference. Past experience in supplying to reputed organizations is necessary.
3. The Institute reserves the right to reject any or all the tenders without assigning any reasons whatsoever and no representation shall be entertained on this account.
4. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
5. Each tender will be accepted subject to the existing tax laws prevalent in the State of Maharashtra and must state his registration number of taxes.
6. The tenders will be opened on **06.05.2019 2.00 P.m.**
7. Detailed tender form our website www.ihmctan.edu. **Tender forms can be downloaded from the website.**
8. **The Financial bids** needs to be submitted online on www.tenderwizard.com/IHM , **no hard copy needs to be submitted.**

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION

Veer Savarkar Marg, Dadar West, Mumbai 400 028

General terms and conditions:

1. While quoting rates the parties must quote for the unit mentioned in the tender paper. However if there is any change in unit of any article, this must be mentioned while quoting the rates.
2. Trade license true copy (attested by gazette officer) to be submitted along with the tender form.
3. Xerox copies of PAN certificate, Income tax filing(last year) and GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
4. Wherever brand and quantity of any article containing in a sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column. Article to be supplied strictly in time as briefed.
5. Parties must supply as per specification mentioned in the tender paper.
6. The successful tenderer shall have to deposit a sum of Rs. 2,000.00 (Rupees two thousand) only as security deposit before the agreement and it will be refunded immediately after the contract period is over. The security deposit will carry no interest.
7. The tenderer should enter into an Agreement before commencement of supply of materials.
8. Discontinuance of supply of materials before the contract period will lead to forfeit the security deposit.
9. The Institute do not bind themselves to accept lowest or to give any reason for their decisions. The rate will be for one year and can be extended in consultation with the tenderers.
10. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
11. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.

12. Any paper related to tender should be provided as and when required by the Institute.
13. The purchase requisition shall be collected from the store keeper as and when required by institute and items to be delivered within 7 days.
14. The items not supplied by the contractor because of some or other reasons, will be purchased by the Institute from open market.
15. In case of repeated defaulters in the supplies, the Institute reserve the right to terminate the contract and the contractor shall have no right to any compensation of any loss.
16. Payment will be made on monthly basis.
17. Rates will be inclusive of Duties, Taxes where legally leviable and intended to be claimed should be distinctly shown separately in the Tender.
18. **Validity of Quotation:** Your quotation should be valid for 180 days from the date of opening of tender.
19. Prices quoted are FOR basis to this Institute. The rates are inclusive of freight, cartage and transit insurance etc.
20. **Final Authority:** If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management Catering Technology & Applied Nutrition, Mumbai whose decision on such matters shall be final and conclusive.
21. **Arbitration:** Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

The Following Documents must be uploaded along with Technical Bid otherwise the tender shall be summarily rejected.

CHECK LIST:

- 1. Previous Experience in the same trade (Copy of work order/Purchase order)**
- 2. Self-attested copy of last year Income Tax Return.**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. 2,000/- (DD, Bankers cheque).**
- 5. Self-attested copy of MSME Certificate (if applicable)**
- 6. GST registration No. (if applicable)**
- 7. Technical Specification and Tender terms and conditions –All pages duly signed and stamped and Annexure-A and Annexure-B**

IHM, Mumbai reserves the right to ask for additional documents/clarificatory documents which are not post-dated to the opening at the technical bid.

I/we have read and understood various forms and documents and am/are submitting tender complete in all respects. I/we agree to the terms & conditions as detailed in the tender documents.

Thanking You

Yours Sincerely

Signature, Name and designation (Stamp)

ANNEXURE-A

SR. No.	Particulars	
1.	Name of the Firm	
2.	Address of the Firm	
3.	Name of the Banker	
4.	Contact No. & Email id (if any)	
5.	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate	
6.	Status of the Firm -please state whether Registered, Co-operative society, Public Ltd company,	
7.	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
8.	Last year Income Tax Return (Copy to be uploaded)	
9.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
10.	EMD Fee of Rs.2,000/- (DD, Bankers cheque)	
11.	RTGS/NEGT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
12.	GST registration No.(if applicable Copy to be uploaded)	
13.	Under MSME ACT exempted from payment of EMD and tender for fee- if yes, please Enclose a copy of relevant certificate.	

(Signature of the tenderer & designation of the signatory status and office seal.)

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED
NUTRITION
VEER SAWARKAR MARG, DADAR WEST, MUMBAI 400 028**

Annexure – B: TECHNICAL BID

Name of the Firm of the Tenderer

Names of all the partners of the Firm, if any.....

.....

Address of the tenderer: Shop/Office

.....

Telephone No., Fax No.

E-Mail Address:

State if the tenderer owns a factory/workshop anywhere. If so, give full details:

How long is the tenderer in this business of supplies? Years

State if the tenderer is at present supplying to any of the Hotels, Hostels, Hospitals, Clubs, etc.
and give particulars and attach copies were necessary.

1.

2.....

3.....

4.....

5.....

State details of Registration No. of Goods and Service Tax and enclose latest Income Tax
Clearance Certificate.

.....
of the Tenderer

..... Signature
Seal of the tenderer

TO BE FILLED ONLINE
FINANCIAL BID

From: _____

To,
The Principal
Institute of Hotel Management, Catering Technology & Applied Nutrition
Veer Sawarkar Marg
Dadar West, Mumbai 400 028.

Sir,

With reference to your advertisement – Tender in the local newspapers and website for the year 01 June 2019 to 31 May 2020 for the following items, I/We hereby submit my/our financial bid required by you:

PRINTING

<u>SR. No</u>	<u>ITEMS</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>RATE</u>
1	Answer books (Institute)	(Size 8 1/4" x 13 1/4") printing and ruling in one colour on good quality thick maplitho paper , 08 pages including cover page printed , top left side punched , pinned at two points(20 packets of 500 each as per sample)	10000 nos	lot	
2	Book Card (Library)	(Size 3 " x 5 1/4") printing and ruling on good quality white cardpaper in one colour as per sample .	500 nos	lot	
3	Borrower's Card (Library)	(size 3 " x 5 1/4 ") printing and ruling in one colour on both sides on good quality card paper as per sample .	500 nos	lot	

4	Catalogue Institute	Page size 10" x 8 1/2" cover page in 250gms Sinar art card. Inside pages approximately 32 to 40 pages in 135 gms Sinar art paper. Cover and inside six papers in full colour, the rest in three colours along with application form perforated as per sample.	3000 nos	lot	
5	Certificate Housewives(students)	(size 7 1/4"x9 1/4") printing and ruling on good thick art card on one side in four colours with Institute monogram 05 packets of100 each as per sample	500 nos	lot	
6	Certificate -Honar se Rozgar	(size 9.2"x11") printing and ruling on good thick art card on one side in four colours with Institute monogram 10 packets of100 each as per sample	1000 nos	lot	
7	Certificate -Skill Testing	(size 8.6"x11.8") printing and ruling on good thick art card on one side in four colours with Institute monogram 05 packets of100 each as per sample	500 nos	lot	
8	Certificate Merit (Students)	(size 8 1/4"x9 1/2") one side printing with monogram printed in two colours on good quality art papers as per sample(2pkts of 100each)	200 nos	lot	
9	Cheque Intimation Card	(size 5 1/2"x3 1/2") printing in one colour on both sides on goodquality card paper as per sample .	500 nos	lot	
10	Envelopes white	(size 9"x4")printing in Hindi and English, in one colour on one side in good thick quality cover with address and monograms as persample (envelopes supplied by you)	1000 nos	lot	
11	Envelopes white	(size 10"x12") printing in Hindi and English , in one colour on one	1000 nos	lot	

		side in good thick quality cover with address and monograms as per sample (envelopes supplied by you)			
12	Envelopes white	(size 5"x11") printing in Hindi and English in one colour one side in good thick quality cover with address and monogram as per sample (envelopes supplied by you) .	500 nos	lot	
13	Envelopes canvas (cloth lined)	(size 12"x 9 3/4") printing in Hindi and English in one colour on good thick quality paper with address and monogram as per sample with canvas coating	1000 nos	lot	
14	Envelopes canvas (cloth lined)	(size 14"x 12") printing in Hindi and English in one colour on good thick quality paper with address and monogram as per sample with canvas coating	1000 nos	lot	
15	File folder - admission	(open size 17 1/2"x14") printing in Hindi and English in one colour on one side thick quality brown paper with white strip pasted and side punched (10 pkts of 100)	1000 nos	lot	
16	Identity Card	(size 3 1/2" x 5") two sides printing in one colour on thick Artcard/cardboard paper with plastic cover with 500 loose slips as per sample	500 nos	lot	
17	Identity Card	(size 3 1/2" x 2") two sides printing in four colour on PVC Inkjet with heating, Editing and Designing.	500 nos	lot	
18	Identity Card Holder with String	Plastic holder with printed string	500 nos	lot	

19	Invitation Card	(size 7" x 5") printing in one colour on both sides on white ivory thick card , with white envelopes printing monograms and address printed in one colour on the envelope as per sample (envelopes supplied by you) .	300 nos	lot	
20	Industrial Release Log Book	(size 7 1/4" x 9") printing and ruling in one colour superior whitemaplitho paper with PVC opaque jackets 104 pages as per sample	200 books	lot	
21	Journal Book Ordinary	(size 8 3/4" x 11") 250 pages and 6 index pages good quality white maplitho paper with ruling on both sides with a hard cardboard cover each with label as per sample	1000 books	lot	
22	Journal Book Ordinary	(size 8 3/4" x 11") 100 pages and 4 index pages good quality white maplitho paper with ruling on both sides with a hard cardboard cover each with label as per sample	500 books	lot	
23	Journal - Degree in H&HA Std. Recipes	(size 8 3/4" x 11") inside 150 folios and 7 index pages good quality thick ledger paper with ruling and printing in one colour on both sides with a hard cardboard cover, each with label as per sample	600 books	lot	
24	Journal - Degree in H&HA Std. Recipes	(size 8 3/4" x 11") inside 192 folios and 9 index pages good quality thick ledger paper with ruling and printing in one colour on both sides with a hard cardboard cover, each with label as per sample	600 books	lot	
25	K.O.T. Books	(size 7"x4 1/2") printing in one colour on good quality thick maplitho paper , with monogram , 1 st copy white perforated ,	10 books	lot	

		second copy pink perforated , third copy green fixed with serial nos. On top and on spine . Top loose cover with bottom			
		cardboard and side binding as per sample .Serial nos 1 to 10000 each book = 1 x 100 Books			
26	Letter Heads	(size 14" x 8.5") on executive bond paper with address and	2000 nos	lot	
		monogram printing in Hindi and English in four colour along with a watermark on one side in packet(20 packet x 100)			
27	Letter Heads A4	(size 8.5" x 11") on executive bond paper with address &	2000 nos	lot	
		monogram printing in Hindi and English in four colour along with a watermark on one side in packet(20 packet x 100)			
28	Letter Heads	(size 8 1/4" x 14") on executive bond paper with address &	2000 nos	lot	
	Foolscap	monogram printing in Hindi and English in four colour along with a watermark on one side in packet(20 packet x 100)			
29	Maintenance Book	(size 13 1/2" x 8 1/2") printing and ruling in one colour with	1 register	lot	
		waterline on superior quality maplitho paper having 50 folios and half bound.as per sample			
30	Order Form Book	Size 7 X 8 1/2 (3x1) printing in one colour on good quality paper,	5 books	lot	
		1st copy white, 2nd green, 3rd yellow.			
		1 book = 100X3 pages as per sample			
31	Postage Register	(size 10 " x 15 1/4") printing and ruling in one colour on good	1 book	lot	

		quality thick ledger paper on both sides inside 500 pages open			
		leather bound with gold embossed label as per sample .			
32	Railway Concession Issue	(open size 17 " x 13 1/4") printing and ruling on both sides in	1 register	lot	
	Register	one colour on good quality white thick maplitho paper .Folio 1 to			
		150 open leather bound , as per sample .			
33	Results Registers (Students)	(open size 10" x 15") printing and ruling in one colour on good	5		
		quality thick ledger paper on both sides with A to Z index of	Registers	lot	
		100 folios open leather bound with labels , as per sample .			
34	Salary Register(Staff)	(open size 30 1/4" x 19 3/4")printing & ruling in one colour on both	1 Register	lot	
	Individual	of good quality thick ledger paper 200 folios as per sample , open			
		leather bound with gold embossed label .			
35	Visiting Card	(size 2 1/4" x 3 3/4") printing in one colour on standard card paper as per sample .	500 nos	lot	
B					
1	C Form - Pad	Size 8 3/4" x 11 1/4" (1+2) printing in single colour on good	5 pads	lot	
		quality paper 1 pad = 50 x 3 pages as per sample			
2	Envelopes	Size 9 1/2" x 4 1/2" printing in one colour on good quality paper	1000 nos	lot	
		as per sample (envelopes to be supplied by you).			

3	Envelopes	Size 11" x 5" printing in one colour on good quality paper	1000 nos	lot	
		as per sample (envelopes to be supplied by you).			
4	Envelopes	Size 7" x 4" printing in one colour on good quality paper	1000 nos	lot	
		as per sample (envelopes to be supplied by you).			
5	Envelope - clothlined	size 12x9 printing in English in one colour on good thick quality paper with address and monogram as per sample with canvas coating	100 nos	lot	
6	Fire Exit Plan	Size 7" x 10" printing in one colour on good quality paper	50 nos	lot	
		as per sample			
7	Function Prospectus Book	Size 13x8 inches. Bound at the top. Top loose cover with bottom cardboard printing in one colour, two copies. 1st copy perforated.	5 books	lot	
		Both copies on white paper with serial number.			
8	GATE PASS BOOK	Size 7 1/2 x 4 1/2 printing in one colour in good quality maplitho paper 1st copy white perforated, second copy yellow & 3rd copy green.	5 books	lot	
		Top loose cover with bottom cardboard in book form.			
9	Guest Registration Card	Size 9 1/4" x 7 1/4" printing in one colour on card paper	5000 nos	lot	
		as per sample			

10	Guest Stationery Book	Size 8 3/4" x 11 1/4" printing in one colour on good quality paper as per sample	1000 nos	lot	
11	House Rules	Size 7" x 10" printing in one colour on good quality paper as per sample	50 nos	lot	
12	Identity Cards	Size 6 1/2" x 4 1/2" printing in one colour on card paper with plastic cover as per sample	100 nos	lot	
13	Key demand card	Size 4.5"x3" on yugo art card (front & back printing) as per sample printing in one colour	1500	lot	
14	KOT Pad	Size 5 3/4" x 6" printing in good quality paper(1+2) with carbon paper first copy in yellow colour, 2nd copy in pink, as per sample. 1 pad of 100x2 pages each	50 pads	lot	
15	Laundry Issue Register	Size 8 1/4" x 13 1/2" printing in colour on good quality ledger paper folios 1 to 100 (open size 16 1/2"x27") in register form as per sample	2 registers	lot	
16	Laundry service rates	Size 8"x13 1/4" printing in one colour on good quality paper in pad form 1 pad of 100 pages each	5 pads	lot	
19	Left Luggage Tags	Size 3 1/2" x 3" printing in one colour on card paper as per sample	500 nos	lot	

20	Letterhead	Size 8 3/4" x 11 1/4" printing in one colour on executive bond paper	1000 nos	lot	
		as per sample			
21	Linen Book (Receipts/Issue)	Size 8 1/4" x 13 1/2" printing in colour on good quality ledger paper	2 registers	lot	
	Register	pages 1 to 100 as per sample(open leather bound with gold embossed label)			
22	Message slips	Size 4 1/2" x 5 1/2" printing in one colour on good white maplitho	50 nos	lot	
		paper as per sample			
23	Order Form Book	Size 7 X 8 1/2 (3x1) printing in one colour on good quality paper,	5 books	lot	
		1st copy white, 2nd green, 3rd yellow.			
		1 book = 100X3 pages as per sample			
24	Receipt Book Pad	Size 8 " x 5 1/2" (3x1) printing in one colour on good 1st copy white,	5 pds	lot	
		2nd copy green and 3rd copy blank in pad form			
		1 pad = 50 x 3 pages as per sample			
25	Record of property found	Size 7" x 8 1/2" (3x1) printing in one colour on good maplitho paper	1 book	lot	
		1st copy white, 2nd green and 3rd yellow paper			
		1 pad = 100 x 2 pages as per sample			
26	Register for Room Service	Size 8 1/4" x 13 1/2" 150 folios ledger paper	2 registers	lot	
		single colour printing on good quality paper as per sample			

27	Scribbling pads	Size 4"x5" printing in one colour on good white maplitho paper of 20 leaves in a pad form as per sample	50 pads	lot	
28	Sticker for Geycer	(size 5"x5") printing in two colours on thick coloured sticker Sheets. Proper half cut to remove the sticker	100 nos	lot	
29	Suggestion card	Size 8"x11.5" printing in one colour on good quality paper (front & back printing) as per sample	500 nos	lot	
30	Tariff Cards	Size 6 1/2" x 4 1/4" open size printing on both sides in one colour on card paper as per sample	1000 nos	lot	
31	Tent cards APS	Size 14" x 6" buff card one side screen printing in one colour & punching as per sample	200 nos	lot	
32	Tray mat	Size 18x12 good quality white paper with punch as per sample	1000 nos	lot	
33	Tray mat	Size 20x16 good quality white paper with punch as per sample	1000 nos	lot	
34	Tray mat	Size 24x16 good quality white paper with punch as per sample	1000 nos	lot	
35	Tray mat	Size round 13" dia in good quality white paper with punch as per sample	1000 nos	lot	
36	Visiting cards	Standard size, non tearable good quality card paper as per sample	1000 nos	lot	
37	Whitney slips- Green	2"x3" printing in one colour on card paper as per sample	500 nos	lot	

	Pink	2"x3" printing in one colour on card paper as per sample	500 nos	lot	
	Yellow	2"x3" printing in one colour on card paper as per sample	500 nos	lot	
	Blue	2"x3" printing in one colour on card paper as per sample	500 nos	lot	

- NOTE : 1. The quantities mentioned in the above schedule are only indicative of the estimated requirements of the Institute for the year and the Institute does not bind itself to purchase any or all of the Quantities indicated therein.
2. Please provide 2 to 3 pages extra in all the registers and books.

Signature of Tenderer

Seal of Tenderer