

Regd.
To

- 1) M/s Kamleshwar Graphics,
291, Ajit Nagar,
Patiala.
- 2) M/s Print Mans Industries,
Near Dr. Vijay Dental Clinic,
Nabha Gate, Patiala.
- 3) M/s Kamla Printing Press,
Misri Bazar, Patiala.
- 4) M/s Kishore & Kishore Printers,
Purani Kotwali Chowk,
Patiala.
- 5) M/s Indresh & Printing Press
Duma Wali Gali, Near Sadar Bazaar,
Patiala.

Memo no. 719/23

Date: 20.4.16

Subject: Quotations for supply of printed items.

Sealed quotations addressed to Sr.Xen/ Training Cell, PSTCL, Patiala are invited either through registered post or in person latest by 28th April, 2016 till 11:00 am and will be opened on the same date at 11:30 am in the office of Sr.Xen/ Training Cell, PSTCL, Patiala for the printed items as per list attached. EMD of Rs.5000/- In the form of demand draft in favour of "PSTCL" is required to be submitted along with the quotation.

Terms & Conditions:

1. Telegraphic quotations shall not be accepted.
2. The rate should be quoted FOR destination in this office of the undersigned.
3. In case 28.4.2016 happens to be a holiday, quotation will be opened on the next working day at 11:30 am.
4. The proof shall be approved from the undersigned before printing.
5. The printing should be neat and sharp based down type of graphical process and strictly confirming to specification otherwise the supply will be liable to be rejected
6. The material is to be supplied within 30 days from the date of receipt of purchase order.

DA/ As above

1/5/16 20/4/16
Sr.Xen/ Training Cell
PSTCL, Patiala.

S.no	Description	Quantity (nos.)
1.	UF-77 file board	
2.	Diary register (200 no. pages)	2800
3.	Movement register (100 no. pages)	34
4.	Dispatch register (200 no. pages)	54
5.	File cover UF-59	34
6.	Noting sheet rim (500 in 1 rim)	5000
7.	Urgent slip UF-38	17
8.	Immediate slip UF-39	600
9.	PSE-3 Small envelope	450
10.	PSE-4 Big Envelope	4000
11.	File Cover UF-57	4000
12.	CE-33 Docket Voucher book (100 no. pages)	4700
13.	PSE 7 envelope	15
14.	TA form (100 per pad)	400
15.	Earn leave form (100 nos. per pad)	15
16.	IUT-3 register (100 nos. pages)	10
		6
17.	Attendance register (22 nos. pages)	50
18.	File cover UF-59 CMD logo	400
19.	File cover UF-57 CMD logo	400
20.	File cover UF-59 Director Admn logo	400
21.	File cover UF-57 Director Admn logo	400
22.	Income Tax ledger (100 nos. pages)	400
23.	Peon book (100 no. pages)	2
24.	Stamp Register (100 no. pages)	4
25.	Compilation-5 sub ledger	4
		10