

NOTICE INVITING QUOTATIONS

Sub:- Inviting quotations for printing of forms and Registers-reg.

Sealed quotations are invited from well established presses for printing and supply of the following forms and registers satisfying all the specifications mentioned hereunder .The samples are available in the Stationery Section of this office.

Sl.No	Item	Specifications	requirement
1	Transit Register (SY 314)	400 pages each, 75GSM	1000 books
2	Leave Travel Concession Bill(TR 25C)	75 GSM	5,000 copies
3	Travelling Allowance Bill for Tour TR25(A)	75 GSM	5,000 copies
4	Requisition for Records (SY 301)	75 GSM	5,000 copies
5	Absentees Statement	75 GSM	2,500 copies

The sealed cover containing the quotations addressed to the Deputy Accountant General (Admn), Office of the Accountant General(A&E), Kerala, Thiruvananthapuram-695 001 should reach this office by speed post/courier on or before 04.00 PM on 14-11-2018 which will be opened at 10.30AM on the next working day at the chamber of Deputy Accountant General(Admn.).

If the cover containing quotation is to be delivered by hand, the same shall be dropped in the box kept in the Inward section of this office for this purpose. The cover containing quotations shall be marked **“Quotation for printing and supply of Forms and Registers 2018-19”**.

The rates quoted should be all inclusive (ie. Taxes, transportation charges etc.) for delivery at the office premises at Trivandrum. **The vendor should supply the item within 20 days from the date of receipt of supply order failing which appropriate legal action will be taken against the firm for breach of contract.**

The DAG (Admn) has the right to cancel the quotations received without assigning any reason and his decision in this regard shall be final.

[Handwritten signature in green ink]

Senior Accounts Officer/General

30/10/18

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To

website