



SATYENDRA NATH BOSE NATIONAL CENTRE FOR BASIC SCIENCES
[An Autonomous Institute under Department of Science & Technology, Government of India]
BLOCK JD, SECTOR III, SALT LAKE, KOLKATA- 700 098
PHONE: +91-(0) 33-2335 5706-08, 2335 3057/61, 2335 0312/1313
FAX: +91-(0) 33-2335 3477/1364
EMAIL: santosh@bose.res.in

Ref. SNB/ENQ/SG/Printing Items/15-16/1277(WP)

13-01-2016

Dear Sir,

Sealed quotations is hereby invited for the following

Sl. No.	Description	Qty
01	Printing Items for the Year 2016-17 and as per sample [See attached sheet for details.]	As specified

Rates should be quoted with respect to the items mentioned in the attached sheet and it should be enclosed and submitted with the Tender duly sealed and signed.

Note:

- 1) The quoted price should be inclusive of all taxes and delivery charges up to Centre.
- 2) Quotation validity should not be less than 90 days from the date of opening.
- 3) Payment is subject to after satisfactory delivery and checking.
- 4) Delivery period should be mentioned in the quotation.
- 5) Our ref. no. should be mentioned on top of the quotation envelope.
- 6) Vendor is requested to inspect the Printing items kept in the Purchase Section before submission of their quotation.
- 7) Quotation for the above item should reach this office by **2nd February, 2016**

Thanking you,
Yours faithfully,

S. K. Singh
AR (Purchase)

S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES

Sl No	No of Pages / Folios of Register	Quantity of Register (nos/Books)	Unit Price (in Rs)	Total Price (in Rs)
1.	Stock Register 300 Folios With Index	02 Nos.		
2.	Stock Register 100 Folios With Index	01 No.		
3.	File Movement Register 100 Folios	01No.		
4.	Work Order Register 200Folios.	02 Nos.		
5.	Key Register 200 Folios.	02 Nos.		
6.	Guest House Guest Entry Form 100 Pages	10 Books		
7.	Room Preparation Chart 100 pages	10 Books		
8.	Guest House Laundry Register 100 Folio	01 No.		
9.	Guest House Tea / Coffee Issue Register 100 Folio	01 No.		
10.	Internal Despatch Register 250 Folio	06 Nos.		
11.	Dak Despatch Register 250 Folios	01 Nos.		
12.	Envelope Plain White Small	3000 Nos.		
13.	Envelope Window White Small	3000 Nos.		
14.	Advertisement Register 100 Folii	01 No.		
15.	Key issue Register 250 Folios	06 Nos.		
16.	Duty Details Register 500 Pages	01 No.		
17.	Vehicle In/Out Register 500 Pages	01 No.		
18.	Attendance Register Security Personnel 250 Pages	01 No.		
19.	Store In/ Out Register 400 Page With Index	02 Nos.		
20.	Stationary Control Register 150 Page with Index	01 No.		
21.	Medicine Stock / Issue Register 150 Page with Index	01 No.		
22.	Contractor Wise Bill Register 100 Folios	01 No.		
23.	Cheque Register 200 pages	01 No.		
24.	Cheque Register 100 Pages	01 No.		
25.	HBA Advance Register 200 Pages With Index	01 No.		
26.	L C Register 100 Folios	01 No.		
27.	EMD Register 200 Folios	01 No.		
28.	Purchase Register 100 Folio	02 Nos.		
29.	Stock Register 350 Folio with Index	01 No.		
30.	Cobra File with Spring	1000 Nos.		
31.	Prescription Pad (Dr.S.K.B) 100 sheets	10 Books		
32.	Prescription Pad (Dr.Sarvani Bhattacharya) 100 Sheet	10 B0ooks		
GRAND TOTAL ⇨				

SIGNATURE

SEAL OF COMPANY