

बीरबल साहनी पुराविज्ञान संस्थान, लखनऊ  
BIRBAL SAHNI INSTITUTE OF PALAEOSCIENCES, LUCKNOW

टेलीग्राम पेलियोबॉटनी

दूरभाष 2740008,2740011

फैक्स ९१-91-522-2742983,2742980

बी सा पु सं /III/भंडार एवं क्रय/८-311

53, विश्व विद्यालय मार्ग

लखनऊ - 226007

Date: 13.06.2016

Convener, Website Committee  
BSIP, Lucknow

**Printing (Details at the back)**

**Subject:** -----

Dear Sirs,

This Institute intend to purchase item mentioned above. Sealed quotations are invited so as to reach this office on or before 5:00 P.M. on 28.06.2016 duly superscribed by "Printing".

While submitting quotation please note that:

1. The material may either of indigenous manufacturer or of foreign make, available from ready stock. Any offer to supply on forward Delivery Basis under suppliers own quota license will also be considered.
2. The price quoted should be F.O.R. Destination.
3. Your rates should include packing, insurance and forwarding charges.
4. The rates of Sales Tax should be clearly indicated wherever chargeable. The tendered should also indicate Central/Sales Tax Registration Number and date in this quotation.
5. Specific mention should be made whether the offer is for supplies available ex-stock. In case the officer is on Forward Delivery basis, firm delivery period must be indicated.
6. The cover should be sealed and superscribed "Quotation for "Printing" must be written on envelope. The quotations not complying the procedure will be rejected.
7. Payments will be made by crossed cheque on The Indian Overseas Bank, Lucknow only after receipt and acceptance of supply and installation/ if required satisfactory.
8. The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reasons.
9. The quotations are liable to be cancelled if any of the above mentioned conditions are not complied with.

Yours sincerely,



(Dr.R.S.Singh)

Scientist 'G'

& Additional duties of Registrar

Sl. No.	Description	Qty.
1.	Printing of Institute Letter Head A4 Size 100 sheet each pad 90 GSM (ordinary binding)	100 Nos.
2.	Printing & supply of Note Sheet pad 100 sheet each pad 80 GSM (ordinary binding)	100 Nos.
3.	Printing & Supply of writing pad 25 sheet each pad (ordinary binding)	300 Nos.
4.	Letter Head/Visiting Cards for Individual	