



## INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

Ref. No. IIMT/2018-19/QUO/PRI/AS/1

October 01, 2018

Sub: Quotation for printing of Answer Sheets - Reg.

Sir,

Answer sheets of the institute is required to be printed as per the specification Mentioned below:

SL. No.	Description	Qty. Required	Amount quoted (Rs.)	GST	Total Amount (Rs.)
1.	Printing of Answer Sheets (Containing 8 sheets – 16 pages) using 80 GSM Legal Size Printing Paper. Front page (half) having Instructions to be printed and all other pages having single line in the left corner	5000 Nos.			
2.	Printing of Additional Sheets (Containing 2 sheets – 4pages) having 80 GSM Legal Size Printing Paper. All pages having single line in the left corner	15000 Nos.			

**Terms & conditions:**

1. You are required to submit the sample papers for Answer sheets & Additional sheets as per the description mentioned above along with your company seal & signature. Submission of quotation without sample will not be considered for further process
2. The cost is inclusive of packing & delivery charges.
3. GST should be quoted separately.
4. Institute will be providing the content and proof would be approved by us before the execution of work.
5. Institute has the right to reject the work done, if it does not match the specification, and no claim will be entertained.
6. Institute has the right to issue work order for both the items (Sl. No. 1 &2) or for either of them.
7. Delivery: Within 7 days from the date of receipt of final proof.
8. Payment: 15 days from the date of delivery of materials and submission of bill.

It is requested **to quote** your rates for items as per specification mentioned above so as reach us on or before **22<sup>nd</sup> October 2018** superscripting “**Quotation for Printing of Answer Sheets**” addressed to, “Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy-Pudukkottai highway, Chinna Sooriyur Village, Trichy – 620 024”.

G. Veerabahu,  
CAO (i/c)