

MM/16/

08.12.2023

To,

Dear Sir,

Sub:- Budgetary quotation

You are requested to kindly furnish your budgetary quotation for the subject items in the following format:-

Code No.	Description	Unit	Qty.	U/Rate (Rs.)	Freight (Rs.)	HSN/ SAC No.	Others (Rs.)	GST (Rs.)
M16201330	Offset printing and supply of gate pass books for removal of cargo from Mormugao Harbour. Form -D (to be used by TM Dept. only), In A-4 size on 58-62gsm paper in duplicate. The original copy on white colour, paper and duplicate copy on yellow colour paper. The first copy should be perforated at the top. Each book should be supplied in the form of bound book with chart paper top cover with printing of book number, form number and cardboard bottom and consisting of 100 sets i.e. 200 sheets duly numbered with book numbers as well as serial numbers on each set. Printing in Bilingual as per the specimen.	1000 Nos						

1. **VALIDITY:** Your quotation should be valid for 60 days from the date of opening. Confirm acceptance.
2. Kindly mention the HSN/SAC No. at the time of quoting.
3. Kindly submit your budgetary quotation no. **BQ/MM/16/100** on or before due date i.e. on **20.12.2023**.

Thanking you,

Yours faithfully,

Sr. DY. MATERIALS MANAGER