



## Cement Corporation of India Limited

(A Govt. of India Enterprise)  
Core V, SCOPE Complex, 7 Lodhi Road  
NEW DELHI-110 003  
CIN-U74899DL1965GOI004322

PHONE: 011-24365340/42  
FAX: 011- 24365341  
E-mail: [mm\\_co@ccilttd.in](mailto:mm_co@ccilttd.in)  
Website: [www.ccilttd.in](http://www.ccilttd.in)

Ref No.: 7(02)/18-MMO

Dated :03-04-2018

### SPEED POST / COURIER TENDER ENQUIRY

**Last date for Tender Submission  
is 27.04.2018 upto 3:00 PM**

Please quote your minimum rate for printing and supply of the following items having the specifications mentioned in the table below. The offer is required to be submitted latest by **27.04.2018** upto 3:00 PM. The offers shall be opened on the same day at 3:30 PM. You shall have to supply the entire material within 7 days time if purchase order is placed on you, after getting the sample approved from us.

S.No	Description	Unit	Qty	No. of Leaf/ Pad	Basic Rate (Rs.) per Pad	GST in %	Total Rate (Rs.)per Pad
1.	Payment Vouchers: Paper- 70 GSM Size: 20 x 26 cm	Pad	25	100			
2.	Receipt Vouchers: Paper- 70 GSM Size: 20 x 26 cm	Pad	20	100			
3.	Journal Vouchers: Paper- 70 GSM Size: 20 x 26 cm	Pad	20	100			
4.	Debit/Credit Vouchers: Paper- 70 GSM Size: 20 x 26 cm To be printed in duplicate in yellow and red paper Debit Voucher: Red Colour Credit Voucher: Yellow Colour	Pad	20	100			

- Before bulk printing the proof has to be got approved from us.

**TERMS & CONDITIONS:**

1. Rate should be quoted on F.O.R. destination basis i.e. Finance Deptt. SCOPE Complex, Lodhi Road, New Delhi – 110003.
2. Your offer should be valid for the period of 60 days from the date of tender opening.
3. Please quote the minimum delivery period, from the date of finalization of sample.
4. 100% payment shall be released through RTGS/NEFT within 30 days of receipt and acceptance of material at our end. You are advised to provide the bank details on confirmation of order.
5. GST Registration Certificate is to be enclosed with your offer.
6. The quantities given are tentative and subject to variation by  $\pm 20\%$ .

Thanking You,

Yours Faithfully

Mgr (MM)