

Ref.: F. 9-3/RC-GTK/Stn-Printing/2013/131

Date: 20/05/2024

To,
M/s Manager / Director / Proprietor

Sub: Quotation for printing and supply of appendix form for IGNOU TEE use - regarding

Sir/Madam,

With reference to the subject mentioned above, price quotation is invited for printing and supply of items of IGNOU Term End Examinations' general forms and formats as listed below:-

Sr	Particulars	Quantity
1	Appendix I (Acknowledgement of Examination stationery & blank Answer Books)	400
2	Appendix II /IV(Daily Account of use of Answer Books)	250
3	Appendix-III (Certificate of opening of question papers)	1200
4	Appendix-III A (Certificate of opening of question papers sent through OQPDS)	1200
5	Appendix-V (Stock Account of Main Answer Books)	500
6	Appendix-VI (Stock Account of Supplementary Answer Books)	
7	Appendix-VII Dispatch Memo	7500
8	Appendix-VIII (Unfair Means)	110
9	Appendix-IX (Attendance sheet of Stray Candidate)	250
10	Appendix-X (Undertaking by the Centre Superintendent/Invigilator/Staff on Examination Duty)	1200
11	Appendix-XI (Daily session-wise attendance sheet of staff engaged for Examination Duty at the Examination centre)	3000
12	Appendix-XII (Remuneration Bill for Invigilators and others personnel)	300
13	Appendix-XIII (Certificate of opening of packets of question papers)	1500
14	Session wise consolidated Report (Delhi)	2500
15	Session wise consolidated Report (Shilong)	3000
16	Room Report	3000
17	NIL Report	2500

It is hereby requested to quote rate within 3 days from the receipt of the quotation on the following terms and conditions:-

1. The printing to be done as per the sample attached in the A4 size white paper.
2. The quantities indicated are subject to charge on actual order, majority on higher side.
3. Rate should be quoted separately for (a) GSM 70 to 75, (b) GSM-76 to 80 and (c) GSM 81 to 90
4. The rate should be inclusive of charges of designing and cost of materials
5. The taxes (if any) shall be paid extra as applicable.
6. The quotation shall be raised in the name of "IGNOU Regional Centre, Gangtok".
7. The items should be supplied within 10 days from the date of placing the Supply Order.
8. The payment shall be released by NEFT through PFMS within 7 (seven) working days after receipt of bill after satisfactory delivery of the Ordered Items.
9. In case of any dispute, the decision of the Regional Director shall be final and binding.

Thanking you.

Yours sincerely,

(Dilip Kumar Darjee)
Assistant Registrar