



Ref. No.5-1(13)/Proc/NCSCM/2014/11

10th November 2014

Request for Quotation

To

Sir/Madam,

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous research institution established by Ministry of Environment Forests and Climate Change Government of India. NCSCM is located at Anna University Campus, Chennai-600025.


You are invited to submit your most competitive quotation for printing of Diary for the year 2015 for NCSCM.

S.No	Description	Quantity
1.	Diary for the Year 2015	200

Terms/Condition

1. The work need to be delivered at the project site (NCSCM, Chennai) within 2 Weeks from the date of receipt of the Work Order.
2. Dairy 2014 available with NCSCM can be considered as sample however the images, pictures and the Text might change. The changes would be provided along with work order.
3. The Prices shall be quoted in Indian Rupees only.

4. Sales tax, Service tax, VAT and any other taxes, duties or levies in connection with the sale/service shall be shown separately in the quotation.
5. Rate quoted should be valid for a period of 30 days from the last of receipt of the quotation.
6. The quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
7. You should quote PAN, TAN, VAT & Registration Numbers, Service Tax numbers, authorized certificate number whichever is applicable.
8. The payment for the product/Service may be released after the satisfactory completion of the services or as negotiated between the parties. However, any advance payments can be made only upon the bidder/service provider producing an bank guarantee to an NCSCM for an equivalent value of the advance.
9. You are request to provide your quotation on or before 25th November 2014.
10. All communication are to be addressed to " The Director ", National Centre For Sustainable Coastal Management, Koodal Building 2nd Floor, Anna University Campus Chennai-600025.


10/11/14
Manager (Admin/HR)