

Sub : Quotation for printing and supply of forms – regarding.

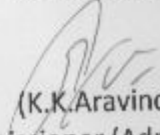
Sir,

Sealed quotations are invited for printing and supply of the following items:

Sl.No.	Items	Quantity
1.	Form 10C (4 pages form + 4 pages instructions, should be stapled)	18000 Nos
2.	Form 31 (8 pages application should be stapled)	18000 Nos.
3.	Note sheet	200 pads
4.	Part II I.R.	100 pads
5.	7A summons	100 pads
6.	Form 13	10000 Nos.
7.	Money order/cheque Re-credit Intimation (100 leaves of original and duplicate. Original should be perforated. Pad should be stitched/stapled)	100 pads
8.	Work Diary (200 pages)	100 Nos.
9.	Proforma for coverage	5000 Nos.
10.	Attendance Register	500 Nos.

The sealed quotations should reach the undersigned on or before 5.00 PM on 19th August 2011. The rate should be quoted inclusive of all taxes for the quantity required. Sample papers which will be used for printing each of the above items should be submitted with quotation. The specimen of the forms and register can be had from this office. The envelope should be superscribed as "quotation for printing and supply of computer forms" may please be sent by name to Shri.K.K.Aravindan, Assistant PF Commissioner (Adm.II).

Yours faithfully,


(K.K.Aravindan)

Assistant PF Commissioner (Adm.II)
SRO, Kochi.

