

Sub : Supply of Computer Paper - regarding.

Sir,

Sealed quotations are invited for the supply of the following computer paper and photo copier for our office use.

Sl.No.	Items	Quantity
1.	A4 size 70 GSM Copier (TNPL/JK/West Coast)	750 pkts.
2.	FS size 70 GSM Copier (TNPL/JK/West Cost)	250 pkts
3.	10x12x1 70 GSM	1,00,000 Sheets
4.	10x12x2 70 GSM	1,00,000 Sheets
5.	10x12x3 70 GSM	30,000 Sheets
6.	15x12x1 70 GSM	1,50,000 Sheets
7.	15x12x2 70 GSM	30,000 Sheets
8.	15x12x3 70 GSM	50,000 Sheets

The above quotation is for a period of six months on need basis. As and when the requirement is placed the items should be supplied to this office at your cost. The quotation should reach this office on or before 5 PM on 17th October 2011. Further the rates should be quoted inclusive of all taxes and sample paper of all items should be attached along with the quotation positively. The envelope should be superscribed as **"Quotation for supply of Computer Paper and Phto Copier"** and forwarded by name to Shri.V.R.Hariharan, Assistant PF Commissioner (Adm.)

Yours faithfully,

(V.R.Hariharan)

Assistant PF Commissioner (Adm.II)

2

30/9/11

g/c