

GIPL/Admin/Printing/2019
16th November, 2019

To,

Subject: Quotation towards printing stationeries for GIPL.

Dear Sir,

This has reference to the empanelment of the vendor towards printing of Company stationeries for Guj Info Petro Limited, Gandhinagar.

Guj Info Petro Limited is the subsidiary company of GSPC, Gandhinagar having its registered office at 3rd Floor, Block No. 15, Udhog Bhavan, Sector 11, Gandhinagar. Sample items listed as per Annexure "I" may also be collected from our head office before providing final quotations.

Further, it is requested to submit the quotation as per the **Annexure "I"** on your letter head with stamp and signature and send it to the below mentioned address in sealed envelope with the subject as "Quotation towards Printing of Company stationeries" on or before **25th November, 2019.**

Kind Attent: Sr. Manager (Admin)
2nd Floor, Block No.15,
Udhog Bhavan, Sector 11,
Gandhinagar – 382 017.
Gujarat.

Thanking you,

Surendra Sanehi
Sr. Manager (Admin)

Encl: Annexure 1

ANNEXURE-I

Printing of Stationery 2019-20

S/R	Item Description	Approximate YRLY QTY
1	Window Cover (9.5 " X 4.5")	1000
2	Plain cover (Envelop)	1000
3	A4 Cover	1000
4	A4 Cloth Cover (12" X 10")	1000
5	A3 Cloth Cover (12" X 16")	1000
6	Letter Head - General 85GSM Executive Bond Paper	1000
7	Letter Head - CEO/MD Royal; Executive Bond Paperr	1000
8	Spring File Pink	1000
9	Spring File 2 spin	500
10	Laminated L Folder	500
11	L Folder	500
12	Visiting Card	As per Requirement
13	Plastic Files (SPS)	1000
14	GIPI Spiral Note Pad (A6) - 50page	200
15	GIPI Note Pad (A6) - 30page	200
16	Identity Card	50
17	GIPL Broachers	500
18	Receipt Book	50

* Any other item, which is not included in above list shall be considered on market rate.