

Ref. NIA/CC/Enq/17-18/003

July 10, 2017

Dear Sir / Madam,

Re : Quotation for Multicolour Printed CDs

National Insurance Academy, invites quotation for the supply of following items from vendors in Pune

Sr. No.	Items	Qty. (Nos.)
1	Multicolour Printed Blank CD-R (700 MB) with plastic pouch Brand - Moserbaer	2,000
2	Multicolour Printed Blank DVD-R (4.7 GB) with plastic pouch Brand - Moserbaer	500

You are requested to send us your quotation on or before **25th July, 2017** in a **sealed envelope** superscribing "**Quotation for Supply of Multicolour Printed CDs**". on following address

National Insurance Academy
25, Balewadi, Baner Road,
NIA PO , Pune – 411045.

The rates should be valid up to 31st March, 2018.

- i. Your company should have GSTN number and following details should be provided on Company's letterhead.
 - 1) TAXPAYERS TRADE NAME
 - 2) GSTIN NO
 - 3) ADDRESS
 - 4) HSN CODE
- ii. The price should be separately quoted for all taxes, GST, delivery charges (if any) etc.
- iii. 100% payment will be made within 1 month from the date of delivery.
- iv. **No quotation should be sent by fax or e-mail or any other soft format if so, the same will be rejected.**
- v. In case the order is placed on you, you should be able to supply CDs within 15 days of Purchase Order. ***You will supply the CDs with the same rate till 31st March 2018 in case NIA has requirement of additional CDs.***
- vi. After supply of the CD, if any CD is bad, the same should be replaced with new CD without any cost to NIA.
- vii. NIA reserves the right to accept / reject your quotation without giving any reason.
- viii. **The cover design to be printed on CD will be provided by us, when the order is placed.**

Sincerely yours,

Seema Deshpande
Systems Manager