

05 May 2022



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Dear Sir,

We are interested in purchasing Poly Propylene Folders and Cloth Envelopes and would like to invite you to send your Quotations in a **Sealed envelope superscribing "Quotation for Poly Propylene folders and Cloth Envelopes"** based on the following specifications:

1. POLY PROPYLENE FOLDERS

Size:- 9"X12.25"closed 18.75" X 12.25" open (Spine 0.75")

Finishing: Inside left box pocket of 9" height to hold Papers, loop to hold a pen, spring cobra clip and V Card pocket on top of the folder with Single Colour logo printing as per our approved specimen

Quantity : 7000 Nos (Total 7000 nos divided in 4 different colours 1750 nos of each colour)

Packing: 100 pieces in 1 carton of individual colours

2. CLOTH ENVELOPES (FINE MESH)

Size : 10" X 7"

Paper : 100 gsm Green

Quantity: 1000 Nos

The specimens are enclosed for your reference and the supply of items needs to be as per our approved specimen. Your sealed quotations should reach us on or before **19th May 2022**. Kindly note that the job needs to be executed and supplied at NIA Campus within 15 days on placing the order.

Chief Administrator