



# कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

कयर हाउस / Coir House  
एम.जी.रोड / M.G.Road  
कोच्ची / Kochi-682 016  
तार / Gram : COIR BOARD  
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www.coirboard.gov.in

नं. \_\_\_\_\_  
No:

दिनांक \_\_\_\_\_ 26.12.2017  
Date:

## QUOTATION NO. D-15015/1/2017-ADM(ESTABLISHMENT)

Sealed quotations are invited from interest parties for the printing and supply of various Stationery items for One year to Coir Board, M.G.Road, Kochi-16. The supplies of items are to be effected as and when required, based on orders placed from this office from time to time. **The list of the items on the requirements and other details, if any can be had from this office during office hours** on all working days and **Coir Board Website**.

Time upto quotation will be accepted	Date	Time
	17-01-2018	3.00 P.M
Opening the quotation	17-01-2018	3.45 P.M

The quotations may be superscribed "Quotations for the Printing of Office stationery items" and addressed to Secretary, Coir Board.

The rate may be offered for each items/Unit in the format which will be supplied from this Office. Rs. 5000/- should be remitted in the form of DD/Multicity Bank Cheque drawn in favour of Secretary, Coir Board as EMD together with quotation. Other terms and conditions governing quotations are attached herewith.

  
& SECRETARY

To, M/s.....

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Copy to:-Website with details of required items



**List of items for Printing of Office Stationery**

Sl.No.	NAME OF BOOK,REGISTERS, LEDGER AND PAD	PAGE	Required Qty.
1	CASH MEMO AS PER GST	100	500 Nos.
2	CREDIT BILL BOOK AS PER GST	100	500 Nos.
3	DELIVERY CHALLAN AS PER GST	100	200 Nos.
4	SALES TAX REGISTER (AS PER GSTR- RETURN)	200	100 Nos.
5	SALES TAX STATEMENT PAD (AS PER GSTR- RETURN)	100	100 Nos.
6	CONSIGNMENT LEDGER	200	200 Nos.
7	IMPREST PETTY CASH BOOK	200	50 Nos.
8	SHOWROOM LEDGER	100	24 Nos.
9	LEDGER FOR RECEIPTS	100	12 Nos.
10	LEDGER FOR EXPENDITURE	100	12 Nos.
11	POSTAGE STAMP A/C REGISTER	100	24 Nos.
12	RENT REGISTER	200	24 Nos.
13	SR JOURNAL	100	24 Nos.
14	FILE FOLDER		1000 Nos.
15	EXPENDITURE REGISTER	300	6 Nos.
16	CONTINGENT BILLS (100 Nos. each Yellow and Pink colour)	100	200 Nos.
17	RECEIPT BOOK-HO	200	100 Nos.
18	TA REGISTER	200	12 Nos.
19	LETTER HEAD PAD BIG	100	1000 Nos.