

ANNEXURE - II

PROFORMA FOR FINANCIAL BID

(TO BE PUT IN SEPARATELY UNDER SEALED COVER)

- 1 Name of the Company, address, etc.
- 2 Details of rate quoted:

S.No.	Item	Size	Paper Brand	Qty.	Rate in I.Rs.
1	COM File	F/S Size	Ivory 300gsm	100	
2	Memorandum of Articles - 56 pages	A4 Size	80gsm Maplitho paper	100	
3	Annual Report (English) 72 +/- 4 pages	A4 Size	130gsm Art Paper, Cover 300gsm Art Card	150	
	Annual Report (hindi) 72 +/- 4 pages	A4 Size	130gsm Art Paper, Cover 300gsm Art Card	100	
4	Brochure	A4 Size	170gsm Art Paper	200	
5	Letterhead	A4 Size	80gsm Bond Paper	5000	
6	Letterhead Branches	A4 Size	80gsm Bond Paper	100	
7	Continuation Sheet	A4 Size	80gsm Bond Paper	500	
8	DO Letterhead	A4 Size	100gsm DO Paper	500	
9	Requisition Slip (Big)	1/4 Size	60gsm White Paper	50 PAD	
10	Requisition Slip (Small)	1/8 Size	60gsm White Paper	50 PAD	
11	Service Memo	1/16 Size	60gsm White Paper	50 PAD	
12	Green Note Sheet	A4 Size	95gsm Ledger Paper	50	
13	White Envelop	10"x4.5"	95gsm White Sunshine Paper	1000	
14	Brown Envelop	11"x5"	100gsm Brown Star Paper	1000	
15	A4 Size Envelop	12"x10"	100gsm Brown Star Paper	1000	
16	Cloth Envelop	16"x12"	100gsm Yellow Paper	1000	
17	File Cover	F/S Size	31.5Kg Card Sheet	500	
18	Black Folder L-Shape	A4 Size	As per Sample	500	
19	Blue Folder Pin	A4 Size	As per Sample	500	
20	Visiting Card	88x55mm	Both Side Ivory	200	

Sales Tax as applicable @, VATa as applicable @, Grand Total (inclusive of taxes) and Amount may be written in figures and words. In case of any discrepancy between the amount written in figures & words, amountg written in words shall be taqken into consideration.

NOTE: QUANTITY MAY BE INCREASED/DECRESED ON REQUIREMENT BASIS.

: PREFERENCE WILL BE GIVEN TO THE PARTY WHO QUOTES THE LOWEST RATES FOR MAXIMUM ITEMS