**Communication and Capacity** **Development Unit**

**Water Resources Department, Government of Kerala**

1st Floor, PTC Towers,

SS Kovil Road, Thampanoor,

Thiruvananthapuram,

Kerala – 695 001

🕾 +91-471-2320848

E-mail –ccdukerala@gmail.com

Website – ccdukerala.com

No. CCDU/IEC/BROCH/1044/2012 12/12/2017

**Inviting Quotations For Printing Of Leaflets**

M/s……………………….

……………………………….

…………………………….

Dear Sir,

**Sub:** Printing & Supply of 200000 copies of leaflet

**SPECIFICATION OF LEAFLETS**

|  |  |
| --- | --- |
| **Description** | **Quantity/Specification** |
| Number of types | 2 |
| Number of copies | 100000 each |
| Material Type | 80 gsm map lithoPaper |
| Print size | A4 |
| printing | Multi colour double side |
| Folding | 2 fold |

**Terms and Conditions**

1. The rate quoted should be inclusive of Printing & Delivery charges, duties & taxes etc.
2. Soft copy of leaflets will be provided by CCDU
3. Delivery period: Within five days from the date of supply order.
4. Place of delivery: CCDU, First floor, PTC Towers, SS Kovil Road, Thampanoor, Thiruvananthapuram-1
5. Invoice to be raised to The Director, CCDU, Trivandrum.
6. Payment will be made by way of crossed account payee cheque on receipt of the ordered item and acceptance along with satisfactory condition and on production of bill to the effect.
7. The quotation should reach the undersigned on or before 11am on 16.12.2017.

 sd/-

**Director**