
Please offer your lowest rate towards supply of Xerox paper as detailed below to the 
Directorate of School Education, Puducherry:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Xerox paper A4 JK Red</td>
<td>300 reams</td>
</tr>
<tr>
<td>2.</td>
<td>Xerox paper FS JK Red</td>
<td>300 reams</td>
</tr>
</tbody>
</table>

The rate quoted should be subject to following terms and conditions:

1. The rate quoted should be valid for a period of 90 days from the date of quotation.
2. On placing supply order, the supply should be effected within 10 days.
3. Quotation shall be submitted on or before 26.11.2013 at 4.00 P.M
4. Quotation shall be sent in a sealed cover addressed to the “Dy. Director (Administration), Perunthalaiver Kamarajar Centenary Education Complex, Anna Nagar, Puducherry” duly superscribed as “Quotation for Supply of Xerox paper”.
5. The Undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.

Yours faithfully,

(B. ZAREENA BEGAM) 
DEPUTY DIRECTOR (ADMIN)