



NATIONAL BOOK TRUST, INDIA  
Ministry of Human Resource Development, Govt. of India  
'NEHRU BHAWAN' 5, Institutional Area,  
Vasant Kunj – Phase-II, New Delhi-110070  
Tel: 011-26707700 Fax No. 011-26121883  
Email: [office.nbt@nic.in](mailto:office.nbt@nic.in) Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in)

Sealed tenders are invited by National Book Trust, India, Vasant Kunj, New Delhi Delhi, for supply of Corrugated Carton Boxes and Corrugated paper roll from registered Firm/ Supplier and MSME as per the specifications and instructions laid down in the Tender Documents.

Tender No. & Date : SS/Packing Materials/20-21/01  
Nature of Work : Supply of Corrugated Carton Boxes and Corrugated paper roll  
Cost of Tender : Rs.590/- (18% GST included)  
Earnest Money : Rs.50000/-  
Mode of Payment : Demand Draft favoring " National Book Trust, India" payable at New Delhi  
Tender form Start : 07-04-2021 Time: 11:00 am  
Last date of submission Bids : 15- 04-2021 Time : 02:30 pm  
Tender opening date & Time : 15-04-2021 Time : 03:30 pm

For eligibility criteria and other details please visit [www.nbtindia.gov.in](http://www.nbtindia.gov.in). Any amendment/change/corrigendum on the tender bid will be uploaded in the website only. All interested parties are advised to keep referring NBT website time to time. All eligible parties are encouraged to participate in pre-bid meeting for enquiries on the bid documents.

**RAKESH KUMAR / राकेश कुमार**  
Deputy Director / उप निदेशक  
National Book Trust, India / नेशनल बुक ट्रस्ट, इंडिया  
(Under Ministry of HRD Govt. of India)  
(मानव संसाधन मंत्रालय, भारत सरकार के अधीन)  
Nehru Bhawan, 5, Institutional Area / नेहरू भवन 5, संस्थानिक एरिया  
Phase-II, Vasant Kunj, New Delhi-70/ फेज-II, वसंत कुंज, नई दिल्ली-70



**NATIONAL BOOK TRUST, INDIA**

**(An Autonomous Body Under Ministry of Education)**

**Telephone – 011-26707700 Fax – 011-26121883**

Website : [www.nbtindia.gov.in](http://www.nbtindia.gov.in), E-mail : [office.nbt@nic.in](mailto:office.nbt@nic.in)

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**TENDER NO. NBT/SS/Packing Materials/20-21/01**

**Tender for supply of Corrugated Carton Boxes and Corrugated Roll to National Book Trust, India, New Delhi (Vasant Kunj) and Sahibabad (UP).**

**Last Date and Time of Submission :** 15 Apr 2021 Time:-02:30 PM

**Date and Time of Opening of Tenders :** 15 Apr 2021 Time:-03:30 PM

**Place of Opening of Tenders :**

**National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II , Vasant Kunj, New Delhi -110070**

**Address for Communication :**

**Deputy Director (Sales Store), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II , Vasant Kunj, New Delhi -110070**

**Note: For details please visit [www.nbtindia.gov.in](http://www.nbtindia.gov.in)**

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NATIONAL BOOK TRUST, INDIA

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**"Nehru Bhawan", 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070**

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Website : [www.nbtindia.gov.in](http://www.nbtindia.gov.in), E-mail : [office.nbt@nic.in](mailto:office.nbt@nic.in)

**SHORT TERM TENDER NOTICE**

**Sub: Tender for supply of Corrugated Cartons Boxes and Corrugated Roll at National Book Trust, India, Headquarter at Vasant Kunj office, New Delhi -110070 and CWC, Sahibabad**

**Ref: Tender no: SS/Packing Materials/20-21/01**

1. Sealed tenders are invited by National Book Trust, India, Vasant Kunj, New Delhi Delhi, for supply of Corrugated Carton Boxes and Corrugated paper roll from registered Firm/ Supplier and Micro and Small Enterprise (MSE) as per the specifications and instructions laid down in the Tender Documents.

The estimated contract period for supply of Corrugated Carton Boxes & Corrugated Paper Roll for a period of one year or completion of total delivery of ordered materials, whichever is earlier.

Date and Time of opening of Tender: **15 Apr 2021 Time: - 03:30 PM**

Description of Item	Approx Tendered Qty
Supply of Corrugated Boxes as per Technical Specifications mentioned in Annexure IV	30000 Nos 5000 Nos
Supply of Corrugated Paper Roll as per Technical Specifications mentioned in Annexure IV	2000 Kg

2. Sealed Tenders shall be received in the Office of Central Sales Store National Book Trust, India, Vasant Kunj, New Delhi-110070, up to **02:30 PM** on or before **15 Apr 2021** and the same shall be opened in the presence of intending Tenderers on **15 Apr 2021** at **03:30 PM** at the same address. Tenders received after last date and time shall not be entertained. NBT, India shall not be responsible for postal delays/loss. Hence, interested tenderers are advised to apply for the same well in advance by following the terms and conditions of this tender to avoid last minute rush.

3. Interested applicants can download the Tender documents from our website [www.nbt.india.gov.in](http://www.nbt.india.gov.in) from **07 Apr 12:30 AM onwards** and submit the completed document along with necessary supporting documents on or before **15 Apr 2021 up to 02:30 PM**.

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**Rakesh Kumar**  
**Deputy Director (Store)**

Encl: Annexure-I (Terms & Conditions), Annexure-II (Technical Specification)  
Annexure-III (Technical Criteria), Annexure-IV (Financial Bid)

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**NATIONAL BOOK TRUST, INDIA**

**(An Autonomous Body Under Ministry of Human Resource Development)**

**"Nehru Bhawan", 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070**

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**INSTRUCTIONS TO TENDERERS (Terms & Conditions)**

The National Book Trust, India herein after called the Purchaser, proposes to obtain sealed bids from reputed firms, who are manufactures/suppliers of Corrugated Cartons Boxes & Corrugated rolls in accordance with the specifications and terms and conditions provided herein after.

**1. General:**

**Date & Time up to which offers will be received: - 15 Apr 2021 Time: - 02:30 PM**

**Date & Time of Opening of Technical Bid (Part A):- 15 Apr 2021 Time:- 03:30 PM**

**Time of Opening Financial Bid (Part B):- 16 Apr 2021 Time:-1100 AM**

Technical bid. (Part A) and Financial Bid (Part B) should be put together in a single envelope.

Envelope containing the Tender to be addressed to: **Deputy Director (Sales Store), National Book Trust, India, "Nehru Bhawan", 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070**

Director, NBT reserves the right to accept/reject any or all the bids without assigning any reason what so ever.

**2.0 Pre Qualification requirements:** This Tender is based on Two bid system. The Tenderer shall submit his bid in two separate envelops marked "**TECHNICAL BID – PART A**" duly sealed and super scribed as **TECHNICAL BID** for supply of corrugated carton boxes & corrugated rolls and the second one marked "**FINANCIAL BID – PART B**". duly sealed and super scribed as **FINANCIAL BID** for supply of corrugated carton boxes & corrugated rolls the contents of the "Technical Bid – Part A" shall be as follows:

**2.1 Technical bid – Part A:** This shall form the basis of ascertaining the Technical and Financial credentials of the tenderer and also the suitability of the carton boxes/corrugated roll supplied by him in terms of the Structural and quality parameters. The Industry Standard, structural and quality parameters will be followed. However the NBT, India reserves the right to set higher standards for these



parameters. The technical bid will be evaluated in terms of **Anexture-II** and all other relevant clauses of this Tender document. The tenderer shall provide a satisfactory evidence to show that:

- a) He has technical knowledge and practical experience;
- b) He has financial stability and status to meet the obligations under the contract.
- c) He has plant and capacity to provide the service/ material within the time stipulated in the tender;
- d) He has established quality control system and organization to ensure that there is adequate control at all stages of the service/production process.
- e) All the relevant documents to support the above claims and any other documents that he deems fit are necessary to give sufficient evidence of his Financial and Technical capabilities.
- f) **The bidders has to enclose a declaration that their carton boxes and corrugated roll are complied with conditions mentioned in Annexure-II.**

**2.2 Financial bid - Part B:** This shall consist of Offer Form for Financial bid and duly filled in the format specified herein in accordance with the instructions and other relevant provisions mentioned in this tender document.

**2.3 Documents to be submitted by Tenderers:**

**With the Technical bid – Part A:**

- (a). All the details/relevant documentary evidences as per Technical Criteria (Annexure –III) duly stamped, dated, and signed.
- (b) All the tender papers should be serially numbered. The Page No.1 (One) of the tender document should be kept as page no. 1 (One).
- c. **All the documents, in support of Technical Bid – Part A should be self attested certified by the representative of firm.**

**II. With Financial bid – Part B:**

- a. The Offer form (for Financial Bid – Part B) (Annexure – IV) duly Stamped, dated and signed.

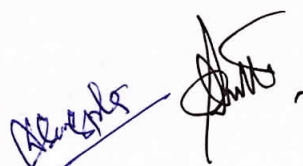
3. Both the bids should be sealed in two separate envelopes. The envelope containing Technical bid should be clearly marked **“TECHNICAL BID – Supply of Carton Boxes and Corrugated roll”** in bold capital letters. The envelope containing Financial bid should be marked **“FINANCIAL BID – Supply of Carton Boxes and Corrugated roll”** in bold capital letters”.

Technical Bid. and Financial Bid should be put together in a single sealed envelope and duly super scribed as **“Tender for Supply of Carton Boxes and Corrugated roll”** .Envelope containing the Tender to be addressed to:

**Deputy Director (Sales Store), National Book Trust, India, “Nehru Bhawan”, 5, Institutional Area, Phase-II ,Vasant Kunj, New Delhi-110070 to reach latest by on 02: 30 PM on 15 Apr 2021.**

Schedule of opening of Bids:

- |      |                 |                                 |
|------|-----------------|---------------------------------|
| (i)  | Technical Bids- | <b>03:30 PM on 15 Apr 2021.</b> |
| (ii) | Financial Bids- | <b>1100 AM on 16 Apr 2021</b>   |



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4. Financial bids of only those bidders who successfully qualify in the technical bid will be opened on as specified above. Bids not accompanied by required enclosures will be rejected without assigning any reason.

5.0 **Tender Evaluation:** The entire process of evaluation of the offers shall be in two stages:

5.1. **Stage I:** The Technical bid of all the offers that are received within the date and time mentioned herein shall be opened in presence of those tenderers or their authorized representatives who choose to be present at the time of opening of the tender. The Financial bid shall be put in a separate sealed cover signed by the authorized signatory of the tender. The technical suitability of the tenderers shall be evaluated based on the verification of the document submitted by tenderer with the technical bid. The financial bid of only those tenderers shall be opened who are shortlisted in stage I.

5.2 **Stage II:** The date and time of opening of the Financial Bid – Part B shall be opened on 16 Apr 2021 in the presence of shortlisted tenderers or their representatives who choose to be present. In addition, the following shall also apply.

a) During tender evaluation, NBT may, at its discretion, ask the Tenderer for a clarification of its tender. The request for clarification and response shall be in writing, and no change in the price or substance of the tender shall be permitted in response.

b) The tenders received will be evaluated by NBT to ascertain the lowest acceptable tender in the interest of NBT, as specified in the specification and tender documents.

Evaluation criteria not mentioned herein but mentioned specifically in the technical specifications will be taken into consideration in the evaluation of the offers and shall form part of the instructions.

#### 6.0 Rates

The tenderers should quote base rates and GST, as applicable on the date of opening of tender. The offers with rates quoted inclusive of GST will be rejected. The amount of GST as per GST rate mentioned in the tender documents should be separately mentioned.

6.1 The rates finalized against this tender shall be valid for a period of 1 year from the date as mentioned in the letter of acceptance or completion of total delivery of ordered materials, whichever is earlier. During the currency of contract, NBT, India at its sole discretion, reserves the right to vary the contract more or less as per requirement at same rates, terms & Conditions of the initial orders without assigning any reason.

6.2 Based on the quotation received from the bidders, NBT would finalise the rates (lowest of rates quoted by the bidders i.e L-1 rates for Corrugated carton boxes and corrugated Roll.

7. Tenders are non transferable. The NBT, India reserves the right to reject any or all of the tenders in part or full at his sole discretion without assigning any reasons.

8. Offers sent by post should be by 'Registered post'/'Courier' /speed post with acknowledgement duly addressed to at the address mentioned hereunder. However NBT, India shall not be responsible for any postal delay. All tenders received after the stipulated time and date may summarily be rejected. Tender to be submitted to:- Deputy Director (Store), National Book Trust, India, "Nehru Bhawan", 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070, So as to reach on or before 02 :30 PM on 15 Apr 2021.

*As per*

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9. Offers shall be as per terms and conditions and specifications given in the tender document. No deviation shall be allowed from the specifications, terms and conditions stipulated in the tender

## **10.0 Earnest Money & Security Deposit**

10.1 Tenderers shall be required to deposit Rs. 50000/- (Rupees Fifty Thousand only) as earnest money (refundable) in the form of demand draft in favour of National Book Trust, India, Payable only at Delhi/ New Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected.

10.2 The successful bidder has to deposit performance security (in the form of Demand Draft) in favour of "National Book Trust, India drawn on any commercial bank payable at New Delhi a sum equal to 5 percent of the total value of the stocks detailed in the contract for which the tender has been accepted, as a security (refundable) for the due fulfillment of the contract. Performance Security Deposit of successful tenderer shall be retained till the conclusion of the contract. No interest will be payable on the Security Deposit. EMD already deposited may be adjusted against the performance security deposit.

## **11.0 Acceptance of tender:**

11.1 NBT reserves the right to reject any or all of the tenders in part or full on its sole discretion without assigning any reasons.

11.2 NBT, India does not pledge itself to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tenderer. The decision of NBT with regard to allotment of quantity so as to ensure uninterrupted supply of cartons will be final and binding. The tenderers shall supply the whole quantity at the quoted rate.

11.3 The award of tender will be issued by NBT, India on receipt of security deposit from the tenderer concerned.

## **12. Quality & Rejections**

Each supply should be made according to the specification under technical parameter as mentioned in the tender form. (Annexure II)

As cent percent inspection is not possible or practicable at the time of supply, the contractor shall replace the defective material at his own cost. Defective material if found afterwards on physical inspection and testing. If the same are not replaced in the reasonable time, the cost thereof will be recovered from contractors' subsequent bills.

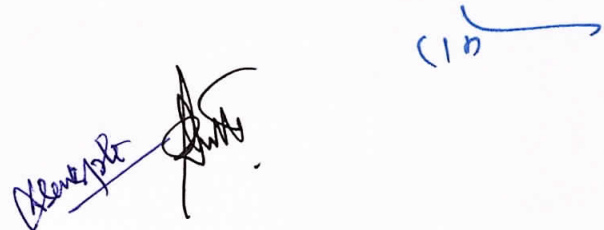
## **13.1 Stock**

**The contractor has to supply the goods within the time frame specified in the work order.**

## **13.2 Failure and Termination.**

If the Contractor fails to deliver the materials or any installment thereof within the period fixed for such delivery in the contract or as extended or at any time repudiates the contract before the expiry of such period the NBT, India may without prejudice to its other rights

(a) recover from the Contractor as agreed by way of penalty a sum equivalent to 2 percent per week or part thereof of the price of any stock (including elements of taxes, duties, freight, etc.) which the Contractor has failed to deliver within the period fixed for delivery of such stock.

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(b) Cancel the contract or a portion thereof and if so desired purchase or authorize the purchase of the stock by other empanelled suppliers.

#### 14.Events of default

In the event of any breach of the said terms and conditions of the Contract, the NBT, India shall be entitled to forfeit the whole or the part of the security deposit besides terminating or revoking the contract.

**15.Validity of Rates** .The rates quoted under this tender shall be valid for at least 01 year from the date of opening of the tender. In case National Book Trust, India calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original rates, which shall be binding, on the bidder. All expenses for attending such negotiations are to be borne by the bidder.

**16** Only the honorable courts in New Delhi/ Delhi shall have the Jurisdiction over any disputes.

**17.** Successful bidder would be have to deposit security deposit within 02 days, as the case may be, from the date of issue of the letter of award of contract, for payment of the Security Deposit (if any) and to convey his acceptance of award of contract. In case the successful bidder fails to accept the offer of award of contract, his EMD shall be forfeited by NBT, India. The manufacturer shall be debarred from participating in the future tender of NBT, India for a period of one year or more as will be decided by the Competent authority of NBT, India.

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**Deputy Director (Sales Store)**

**National Book Trust, India**

**RAKESH KUMAR/ राकेश कुमार**  
Deputy Director / उप निदेशक  
National Book Trust, India / नेशनल बुक ट्रस्ट, इंडिया  
(Under Ministry of HRD Govt. of India)  
(मानव संसाधन मंत्रालय, भारत सरकार के अधीन)  
Nehru Bhawan, 5, Institutional Area / नेहरू भवन 5, संस्थानिक एरिया  
Phase-II, Vasant Kunj, New Delhi-70./ फेज-II, वसंत कुंज, नई दिल्ली-70

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## Technical Specification for Carton Boxes & Corrugated Roll

Annexure II



### TECHNICAL PARAMETERS (Cartoon Box)

The technical parameters shall be as under:

Heavy duty broad fluted 7 ply collapsible corrugated boxes capable of carrying load of 50 Kg (Type-1) and 35 Kg (Type-2)

Sr. No	Properties	Unit	Measured Value	Test Method
(a)	Bursting Strength(min)	Kg/cm <sup>2</sup>	20	ISO-2758
(b)	Compression Strength(min)	kgs	500	
(c)	Size of Box Type-1	(Inch) L	20	
		W	15	
		H	8	
	Size of Box Type-2	(Inch) L	15	
		W	10	
		H	8	

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#### **CHARACTERISTICS OF CORRUGATED CARTON BOX:-**

1. The Corrugated Carton Box shall be seven ply board flutes and flute direction should be vertical.
2. Minimum 150GSM of liner Kraft Paper "A" grade shall be used for the manufacturing of the corrugated Box.
3. The adhesive used shall be strong enough to bond with the paper and of low moisture absorbency, so that the ply will not be distorted when come in the contact of moisture.
4. The outer surface of the box shall be water resistant; nevertheless the outer surface shall be capable of holding Turpentine solvent based Stencil Ink/ permanent marker pen ink.
5. One side of the carton box should be printed as:-

**National Book Trust, India**

**Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj-II, New Delhi-110070.**

#### **CHARACTERISTICS OF CORRUGATED ROLL**

1. Two ply W-24" & L-25 Meters Super Quality
2. Eco-friendly Corrugated Paper Roll. Easy to pack and ship. High durability and long lasting. Used for shipping and packing of any size of items.
3. The adhesive used shall be strong enough to bond with the paper and of low moisture absorbency, so that the ply will not be distorted when come in the contact of moisture.
4. Sample of corrugated carton boxes and roll may be seen for reference in order to meet the technical parameters.

**Note: - Sample of one box and one meter corrugated roll are to be submitted with technical bid as per specification mentioned in Annexure-II.**

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PART-ATECHNICAL CRITERIA

(Supply of Corrugated Cartons boxes and Corrugated Roll)

S.No	Particulars	Information to be filled in by applicant against each point and copy of proof to be attached.		Remarks
1.	Name and full address of the bidder with telephone and Fax number (s) and contact person.	Office:  Plant/ Factory: (Attach extra sheets if locations are many in no.)  Name and address of the contact person along with the telephone Nos.		
2.	MSME registration certificate (enclose copy of the same). If applicable. Mention the terminal validity date of MSME registration certificate.			
3.	Status of the bidder:- Company / Partnership firm /Proprietorship Please specify. Attach relevant documents.			
4.	Acceptance letter for tender terms and conditions (to be given on firm/company letter head)			
5	Details of the supplies of Corrugated Boxes & Roll with documentary proof. Mention the value of the supplies of Cartons made in the last three financial years.	<b>Year</b>	<b>Value of Supplies in Rs.</b>	At least Rs. 15 lakh each financial year is mandatory.
		i) 2017-18		
		ii) 2018-19		
		iii) 2019-20		
6.	Details of the testing/ latest facilities available in the factory/plant.			
7	Copy of manufacturing license / other licenses (if any) issued by Govt. regulatory bodies.			

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8.	<b>Annual Turnover of the firm in the last three financial years.</b> Enclose Balance sheet and Profit and Loss A/c of the last three completed financial year, duly audited by a Chartered Accountant/ Published Annual Report. The balance sheet and Profit and Loss A/c should be duly signed, dated and stamped by the CA firm along with name and membership no of the Chartered Accountant who is signing the above-mentioned documents.	<b>Year</b>	<b>Annual Turnover In Rs. (Lakh)</b>	At least Rs. 15 lakh each financial year is mandatory.
		i) 2017-18		
		ii) 2018-19		
		iii) 2019-20		
9.	Tender Fee Deposit Rs.590/- (Rupees Five hundred Ninety Only), Including GST(by way of a DD in favour of National Book Trust, India. payable only at Delhi/New Delhi). HSN Code-9997 GST rate-18%	DD No. _____ Date _____ Amt. _____ Bank _____		
10	EARNEST MONEY DEPOSIT Rs.50000/- (Rupees Fifty Thousand Only) (by way of a DD in favour of National Book Trust, India. payable only at Delhi/New Delhi).	DD No. _____ Date _____ Amt. _____ Bank _____		
11.	GST registration No. (Enclose copy of the same)	Certified copy to be attached		
12.	GST return copy Last three quarters of FY 2020-21 (Enclose copy of the same)	Certified copy to be attached		
13.	Copy of Permanent Account Number (PAN) allotted by Income Tax Dept.	Certified copy to be attached		
14	Income Tax return ( FY Year 2019-20).	Certified copy to be attached		
15.	Any other information relevant from the manufacturer in relation to the products.			
16.	Sample of one box and one meter corrugated roll are to be submitted with technical bid as per specification mentioned in Annexure-II			

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Seal of the Company

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**Financial Bid Format**  
**Part -B**

Annexure IV

National Book Trust, India

**INVITING SEALED QUOTATION FOR RATES FOR SUPPLY OF PACKING MATERIALS FOR  
CENTRAL SALES STORE**

SI No	Item	Estimated Quantity	Size/ Specification	HSN Code	GST	Rate (Rs.) (In Figure and Words)	Any other Charges / GST
1	Corrugated Carton Box	30000 Nos	(i) L-20", W-15",H-8" Of 7 ply, outside 250 GSM and inside 150 GSM in semi craft paper gum paste , HDPE(High Density Poly Propline, Ethyaline/Wove Fabric) laminated with paper.Weight-800 gms(approx). The printing on carton box should be:- <u>National Book Trust, India</u> <u>Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj-II, New Delhi-110070.</u>	48191010	12%		
	Corrugated Carton Box	5000 Nos	(i) L-15", W-10",H-8" Of 7 ply, outside 250 GSM and inside 150 GSM in semi craft paper gum paste , HDPE(High Density Poly Propline, Ethyaline/Wove Fabric) laminated with paper.Weight-750 gms(approx). The printing on carton box should be:- <u>National Book Trust, India</u> <u>Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj-II, New Delhi-110070.</u>	48191010	12%		
4	Corrugated Paper Roll	2000 Kg	W-24" & L-25 Meters Super Quality	4819	12%		

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Freight should be inclusive & delivery at National Book Trust, India "Nehru Bhawan" 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070/Sahibabad(UP).

Delivery Schedule: As per supply order. However, shall not exceed 10 days from the date of supply order.

I/We hereby agree to abide by the terms and conditions stipulated in Annexure I.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Seal of the Company

Note: Requirements / orders may be placed in three to four installments. Qty of order may vary as per requirement.

