



# COUNSELLING SERVICE

Indian Institute of Technology Kanpur



**Head**

**CS/UG/2012-13/T1**

**June 1, 2012**

**To,**

Dear Sir,

Subject: Request for quotation

Kindly give a quotation for the following items:

Sl. No.	Item Description	Quantity
1	Plastic Folder Ishi, Twin Envelope, Colour: Turquoise, With screen printing on two surfaces	2400
2	Notepad Paper-kraft (80 pages- specific design, unruled)	2400
3	Pen- Cello fine grip	2400

Samples are available in the counselling service office (House No. 503, Type 5) for inspection.

Please send your offer for the above (original signed and sealed envelope) mentioning the following:

1. Cost of the item
2. Delivery Time
3. Payment terms

Please send your quotation latest by June 13, 2012.



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Indian Institute of Technology Kanpur



Send the hard copy to:  
Head, Counselling Service,  
House No. 503, Type 5, IIT Kanpur,  
Kanpur -208 016

Thanking you,

Yours sincerely,

Head,  
Counselling Service