



Mo School
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ANNEXURE—I

**Application for Request for Quotation (RFQ) for Digital Printing of
Certificate, Brochure, Leaflets, Booklet, Letterhead & Other
works**

(To be typed & submitted in the Letter Head of the Company/Firm)

To,

The Chief Executive Officer,
Mo School Abhiyan Parichalana Sangathan,
6th Floor, A1 Block, Toshali Bhawan,
Satya Nagar, Bhubaneswar- 751007

Dear Sir,

Sub: Submission of Application against RFQ No: 330/MSA/24

We wish to introduce ourselves as printers and request you to consider our application against Request for Quotation for Digital Printing of Certificate, Brochure, Booklets, Leaflets, Letterhead & Other works detailed in the Annexure-II, in accordance with the terms and conditions thereof.

I/We have carefully read the details specified in RFQ and agree to abide by the same and quoted our lowest price along with the samples.

Authorized Representative of Applicant

MO SCHOOL ABHIYAN PARICALANA SANGATHAN

A Government of Odisha initiative under School & Mass Education Department

Toshali Bhawan, A-1, 6th floor, Satya Nagar, Bhubaneswar, Odisha 751007

+91 674 2572488 | +91 674 2572588



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RFQ No. 330/MSA/24.....

Request for Quotation (RFQ) for Digital Printing of Certificate, Brochure, Booklets, Leaflets, Letterhead & Other works

Specifications/ Information of Printing Materials

Name of Agency/Person:									
SI No	Paper	Unit Price (INR) GST to be shown separately							
1	100 GSM	Matt, Single Color, A3		Matt, Multi Color, A3		Glossy, Single Color, A3		Glossy, Multi Color, A3	
		Matt, Single Color, A4		Matt, Multi Color, A4		Glossy, Single Color, A4		Glossy, Multi Color, A4	
2	170 GSM	Matt, Single Color, A3		Matt, Multi Color, A3		Glossy, Single Color, A3		Glossy, Multi Color, A3	
		Matt, Single Color, A4		Matt, Multi Color, A4		Glossy, Single Color, A4		Glossy, Multi Color, A4	
3	250 GSM	Matt, Single Color, A3		Matt, Multi Color, A3		Glossy, Single Color, A3		Glossy, Multi Color, A3	
		Matt, Single Color, A4		Matt, Multi Color, A4		Glossy, Single Color, A4		Glossy, Multi Color, A4	
4	300 GSM	Matt, Single Color, A3		Matt, Multi Color, A3		Glossy, Single Color, A3		Glossy, Multi Color, A3	
		Matt, Single Color, A4		Matt, Multi Color, A4		Glossy, Single Color, A4		Glossy, Multi Color, A4	

- In case of booklet, stitching/ binding charges will be paid as per actual.
- Last date of submission of RFQ: **24.01.2024 before 5.00pm**
- RFQ to be submitted: Through Registered Post/Speed post/ Courier Service/ by hand.
- RFQ to be submitted at: O/o Mo School Abhiyan Parichalana Sangathan, 6th Floor, A1 Block, Toshali Bhawan, Satya Nagar, Bhubaneswar
- Opening of RFQ: **25.01.2024, 12:00 Noon.**

