

## **Request for Quotation**

**(Date of Publication: Jun 13, 2023)**

**Read Information and Resource Centre (READ Nepal)** with support from **Shanti Volunteer Association (SVA) Nepal** invites quotation from qualified firms to carry out **designing and printing of stationery items.**

The detailed specification of the printing job is attached herewith this notice below.

Eligible interested parties are requested to submit their quotation rate in their letterhead along with legal document (copy of registration, PAN/ VAT registration and latest Tax clearance certificate) to Office of READ Nepal or [info@readnepal.org](mailto:info@readnepal.org) before **5:00 pm, June 20, 2023.**

For further inquiries, please contact office of READ Nepal during office hours (9:00 am to 5:00 pm).

SN	Particular	Specification	Qty
1	Notebook	<ul style="list-style-type: none"> <li>• Cover &amp; Cover back page: 250 GSM art board, 4 color print with lamination.</li> <li>• Inner page 150 GSM art paper 8 page, 4 color print</li> <li>• Inner 80 GSM wood free paper 96 page single color</li> <li>• Wiroo Binding</li> </ul>	1600 pcs
2	File Folder	<ul style="list-style-type: none"> <li>• 300 GSM art board with lamination</li> <li>• 10 inch/12.5 inch with 2 side folder</li> </ul>	1600 pcs
3	Book Mark	<ul style="list-style-type: none"> <li>• 60mm/215mm</li> <li>• 300 GSM art board with lamination</li> </ul>	1600 pcs
4	Professional Ball pen	<ul style="list-style-type: none"> <li>• As sample provided by READ Nepal</li> </ul>	1600 pcs