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केन्द्रीय तसर अनुसंधान एवं प्रशिक्षण संस्थान
Central Tasar Research & Training Institute
(केन्द्रीय रेशम बोर्ड, वस्त्र मंत्रालय, भारत सरकार)
(Central Silk Board, Ministry of Textiles, Govt. of India)
पिस्का-नगड़ी, राँची - 835 303 (झारखण्ड)
Piska-Nagri, Ranchi - 835303 (Jharkhand)
Website: www.cetriranchi.co.in

Phone: 0651-2775815, 2775628, 2775035; Fax: 0651-2775629; Email: ctrticsb@gmail.com, ctrtran.csb@nic.in

CTR&TI/Rate Contract/2017-18/Store

Date 17.05.2017

To,

22 MAY 2017

As per list enclosed.

Sir,

Sub: Request for Annual Rate Contract for purchase of Chemicals, Glassware, Plasticware, Fertilizers, Seri care & other misc. Items - Regarding.

With reference to the subject cited above, it is to inform that this institute intends to purchase Chemicals, Glassware, Plasticware, Fertilizers, Seri care & other misc. items of different makes / brands / company day to day research and project work.

In this regard, you are requested to offer your maximum special discount, if any, for all the items available at your end with applicable charges thereon along with all terms & conditions and send a "**Annual Rate Contract Letter**" with price list / booklet for the financial year 2017-2018, so that necessary order could be placed to your firm time to time during the year 2017 - 2018.

Further, you are also requested to submit your "**Annual Rate Contract Letter for the year 2017 - 2018**" with all valid documentary proof in Xerox copies i.e. Trade License, PAN Card, VAT Registered Certificate and Authorization Certificate on or before **15.06.2017**.

It is also requested that those parties who has already sent their Annual Rate Contract letter for the year 2016-17 to this office and now this year i.e. 2017-2018 the same terms and condition will be existed then it should must be indicated in recent Annual Rate Contract letter for the year 2017-18.

In addition the following points should be clearly mentioned in your "Annual Rate Contract Letter" i.e. **1. Rates, 2. Discounts, 3. Taxes & Levies, 4. Delivery (FOR), 5. Payment, 6. Validity & 7. Name of Authorized Dealers / Stockist.**

We solicit your kind valuable response in this regard.

Yours faithfully,

DIRECTOR

o/c *12/5/17*