



Malabar Regional Co-operative Milk Producers' Union Ltd.

Head Office, Peringolam, Kunnamangalam, Kozhikode-673 571, Kerala

Website: www.malabarmilma.com • E-mail: mrcmpu@malabarmilma.coop • Phone 0495-2805407, 420, 428

No. MRU/ENGG/36/Q2/2026-27

30.04.2026

QUOTATION NOTICE

We invite sealed quotations from reputed firms printing presses suppliers for the **Printing and Supply** of Letter Heads as per the terms and conditions given below.

Items Required:

Sl. No.	Items	Qty. in Nos.
1	Letter Head in 100GSM Executive Bond Paper of size 30x21cm (Letter Pad of 100 Leafs)	168
2	Letter Head in 100 GSM Bond Paper (JK/Excel/Executive Bond)of Size 25.5x 18.5 cm (Letter pad of 100 leafs)	5
3	Malayalam Letter Head 100 GSM Executive Bond Paper of size 30x21cm (Letter pad of 100 leafs)	3

Terms and Conditions:

1	Delivery	The items should be delivered at MRCMPU Head Office within 20 days from the date of placement of the order.
2	Payment	Shall be made within 10 days from the date of supply in good condition.
3	Superscription	“QUOTATION FOR THE PRINTING AND SUPPLY OF LETTER HEADS”
4	Last date of receipt of quotations	11.05.2026, 02:00 PM
5	Date and time of opening of quotation	11.05.2026, 03:00 PM

Samples for printing of the above items and its details can be collected from this office upon request.

Proofs of the items should be attached with your quotation.

The Managing Director reserves all rights to accept or reject quotations without assigning any reason.

James K.C.
Managing Director

Cc: 1. Manager (Finance)
2. Notice Board



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Printing and Supply of Letter Heads

QUOTATION FORMAT

Sl. No	Item	Qty. (Nos.)	Rate Including All (GST, P&F, Freight, Etc.)	Amount (₹) Including All
1	Letter Head in 100GSM Executive Bond Paper of size 30x21cm (Letter Pad of 100 Leafs)	168		
2	Letter Head in 100 GSM Bond Paper (JK/Excel/Executive Bond)of Size 25.5x 18.5 cm (Letter pad of 100 leafs)	5		
3	Malayalam Letter Head 100 GSM Executive Bond Paper of size 30x21cm (Letter pad of 100 leafs)	3		
	Total Amount (including all)			

Name and Address of the party :

GST Number (if applicable) :

PAN Number :

Signature with date :

Mobile Number :

Place :

Date :