

FORMAT OF LETTER OFFERING SCHEDULE OF RATES TO THE PRINTERS

To

M/s

Dear Sir/Madam

In response to your application for the enlistment on the approved panel of the printers of NBT, you are advised to complete the following requirement.

1. Confirm your unconditional acceptance after studying the schedule of offset printing rates. Two copies of schedule of rates are enclosed. One copy may be returned to us duly signed and stamped alongwith your letter as per the format given in Annexure E.
2. Submit the security money in the form of DD/Pay order of Rs.1,00,000 in favour of **National Book Trust, India** payable at **Delhi/New Delhi**. Security money will remain with NBT till your press exists on the panel of NBT offset printer. No interest shall be payable.
3. Sign and stamp two copies of the agreement form and return to us. One copy of this agreement will be returned to you after counter signatures by the NBT.

Yours faithfully

NATIONAL BOOK TRUST, INDIA

ANNEXURE--E

FORMAT OF LETTER CONFIRMING ACCEPTANCE OF RATES OFFERED BY NBT

The Director
National Book Trust, India
Nehru Bhawan
5 Institutional Area
Vasant Kunj, Phase II
New Delhi 110 070

Ref: NBT's letter no..... dated

Sirs,

1. I/We hereby confirm our unconditional acceptance of the schedule of rates offered by NBT in the letter cited above. In token of our acceptance we return herewith a copy of the rates duly signed and stamped.
2. A crossed DD/Pay order for a sum of Rs.1,00,000 no..... dated.....drawn on in favour of **National Book Trust, India**, payable at **Delhi/New Delhi** is enclosed as Security Money.
3. I/We accept that the Security Money (Rs.1,00,000) shall remain with the NBT till the name of the firm exists on the panel of NBT Offset Printers. No interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/We have signed the Contract Agreement after fully understanding and accepting the terms and conditions of Contract. Both the copies of the agreement are enclosed for counter signature on behalf of the NBT.

Yours faithfully

Signature of the Authorised Signatory

with stamp