



No. 6/5/2007-Adm.II

भारत सरकार

Government of India

विद्युत मंत्रालय

Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001

Telephone No. 23715507; FAX No. 23717519

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Date: 19.02.2008

To
As per list enclosed

Sir,

This Ministry invites quotations for supply and printing of following items:

- | | | |
|-----|---------------------------------------|--------------------|
| i. | A4 Size envelops in German D.O. paper | : White: 1000 Nos. |
| ii. | Library membership card | : yellow 500 Nos. |
| | | : Pink 300 Nos. |

2. Interested firms which can supply and print above mentioned items on credit basis, with a credit rotation of atleast one month, may submit their lowest rate, latest by 29.2.2008 at 3.00 PM. Quotations will be opened on the same date at 4.00 PM. Rate will be valid till 29.2.2008.

3. Firms are also requested to enclose security deposit of Rs 1000/- by way of crossed demand draft in favour of Pay & Account Officer, Ministry of Power. Quotations without FMD will not be entertained.

4. Envelops should be prescribed with "Quotation for supply and printing of stationary items in Ministry of Power (F. No. 6/5/2007-Adm. III).

5. Interested firms are requested to quote their rate latest by 29.2.2008 at 3.00 PM.

6. Following points may also be noted during quoting the rate:

- i. Before quoting the rate you must see the sample of the items to be printed and supplied.
- ii. Rates should be quoted including all types of taxes and government Levies.
- iii. Quantity of the items for which rates are being quoted should be mentioned clearly.
- iv. All the items have to be supplied to store of this Ministry located at Room NO. 25, Ground Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi.

Yours faithfully



(K.B. Nayyar)

Section Officer

Tele. No. 23358267