



DIRECTORATE GENERAL OF HOME GUARDS



File No. 51(2)/HG/CTI/ADM/19/2010

10057-078

Dated: 11/11/11

To, 22. Server Room (for Up Loading at Delhi
Govt. Web Site and DHG Web Site.)

Sub-: Printing of Souvenir for Raising Day i.e. 06th December, 2011 at CTI, Raja Garden.

Sir,

1. Sealed quotation is invited to Print the Souvenir for Raising Day Celebration Function on 06th December, 2011 at CTI, Raja Garden (Near Shivaji College), New Delhi-27 on credit basis.

Sl No.	Description of items/(Type of job work)	Qty.
1.	Printing of Souvenir on Art Paper-Aprox- 150 GSM In Multi Colur with photos & Texts, four leaves (Thirty Six pages), Side Stitching (Two) Size 10.5"x8.5"	1000 Nos.

- Note:** The demands of above mentioned items may be increased or decreased as per actual requirement of this Directorate. The sample of the Souvenir (Proof) is to be got approved on 30/11/2011 or before. Sample of the Souvenir may be seen in the office of the H.O.O during any working day i.e. Monday to Friday between 10 AM to 5 PM.
- You are requested to forward your sealed quotation in the name of DGHG, with an inscription on the envelope "Quotation for Printing of Souvenir 2011"
- Last date and time for receipt of quotation will be 3:00 PM on 24.11.2011 and quotation will be opened at 3:15 PM on the same day. Your representative will be allowed to be present at the time of opening of the quotations.
- The rates should be inclusive of all taxes & cartage etc.
- The supplier /vendor should have PAN NO. and the following bank details are to be provided at the time of submitting the bill i.e. Bank A/C No. mentioned in cheque book, MICR code, IFSC/RTGS code. (copy of cancelled cheque may be provided)
- It is the sole discretion of HOD to cancel any quotation without assigning any reason.

Yours faithfully,

o/c
11/11/11

(S.K. SHOKEEN)
JSO(HG)/SO