DIRECTORATE GENERAL OF HOME GUARDS

File No. TA 34(23)/CD/Printing /Pt file/ _10035 — 056_   Dated: _11/11/11_

To,

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

Sub-: **Printing of Invitation Cards for 06ᵗʰ December, 2011 at CTI, Raja Garden.**

Sir,

1.   Sealed quotation is invited to Print Invitation cards in multiple of 100 Cards, 200 Cards, 300 Cards and 400 Cards, 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. (Approx)
1.	Printing of Invitation Cards along with two types of Parking Stickers, envelops printed with Home Guards logo, visiting card Acknowledgment, Minutes to Minutes Programme and map of venue on butter paper, etc.	400 Nos

2.   **Note:** The demands of above mentioned items may be increased or decreased as per actual requirement of this Directorate.The sample of the card (Proof) is to be got approved on 30/11/2011 or before . Sample of the card may be seen in the office of the H.O.O during any working day ie.Monday to Friday between 10 AM to 5 PM.

3.   You are requested to forward your sealed quotation in the name of DGHG, with an inscription on the envelope "Quotation for Printing of Invitation cards for 06ᵗʰ December 2011" and rates are to be quoted in multiple of 100 Cards, 200 Cards, 300 Cards and 400 Cards,

4.   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.

5.   The rates should be inclusive of all taxes & cartage etc.

6.   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.)

7.   It is the sole discretion of HOD to cancel any quotation without assigning any reason.

Yours faithfully,

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