



DIRECTORATE GENERAL OF HOME GUARDS



File No. GS: 42/(709)/CDHG/2007/ 8680-8714

Dated: 9/9/2013

To, 35. Server Room (For uploading on website)

Subject: Quotation for the Supply of Note Books & Ball Pen

Sir,

Sealed quotation is invited for Supply of Note Books & Ball Pen for this Directorate on credit basis:-

<u>S.No.</u>	<u>Description of Items.</u>	<u>Qty.</u>
1.	Ball Pen Reynolds Fine Carbure 045	3000 Nos
2.	Note Books with Printing of HG Logo on front page Sheet- 40 Nos (Page 80 Nos.) Size – 14” x 21”	3000 Nos

Note:- Sample of Note book may please be seen in main store of this Directorate between 10.00 am to 05.00 pm except Saturday, Sunday and gazetted holiday.)

(A) Payment will be made through E.C.S for which following details are required:-

- (i) Name of the Firm
- (ii) Accounts No.(Computerized)
- (iii) MICR code of the Bank (09 Digit Code)

1. You are requested to forward your sealed quotation along with proper catalogue / Photograph / Drawing in the name of “CCTI” with an inscription on the envelope “Quotation for Note Books & Ball Pen
Last date for receipt of quotations - 3:00 PM on 27/09/2013.
Date & Time for opening the quotations - 3:15 PM on 27/09/2013.
2. You are requested to forward the earnest money of Rs. 2,000/- in the form of Demand Draft of any scheduled Bank in the favour of DDO Director General of HG Delhi.
3. Your representative will be allowed to be present at the time of opening the quotations.
4. Rate of Taxes, if any should be mentioned clearly.
5. Quotation received without EMD and proper catalogue / Photograph / Drawing will not be considered.
6. The bidder should be registered with tax added Department & furnish the copy of Tin no.
7. The DGHG reserves the right to reject any bid or cancel all the quotations without assigning any reason there of.

(RAHUL SUDAN)
JSO/SO

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