

F.No.16-1/2014-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Room No.123-C, Shastri Bhawan,
New Delhi, 8th January, 2014

NOTICE INVITING TENDER

Sealed quotations are invited from reputed printers for the printing of New Year greeting cards & envelopes in Telugu. The scope of the work is to print and make available 30,000 coloured cards (A-4 size) alongwith envelopes. The specifications of the work are as follows:-

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|-------|-------------------|---|---|
| (i) | Quality | | |
| | (a) Cards | : | 120 GSM DO Paper |
| | (b) Envelope | : | 120 GSM Maplitho |
| (ii) | Printing of cards | : | Four Colour by Offset
Emblem Embossing |
| (iii) | Printing Envelope | : | Single Colour |

2. An amount of Rs.5,000/- (Rupees Five Thousand Only) must be submitted along with the quotations as EMD, by way of Account payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee from any of the commercial banks, in the name of Pay and Account Officer (Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi. Tenders received without EMD would be summarily rejected. The printing work is to be completed and delivered to the Ministry within 5 days from the placement of order.

3. The tenders received after the due date and time will not be considered.

4. The interested firms may submit sealed Quotations superscribed as "**Tender for Printing of New Year greeting cards & envelopes in Telugu**" and addressed to the Under Secretary (S&S), Ministry of Human Resource Development in the **Tender Box** placed at Information and Facilitation Centre in Ground Floor at Gate No.6, Shastri Bhawan, New Delhi latest by **3.00 PM on or before 17.1.2014**. **The tenders will be opened on the same day at 3.30 PM**. If desired, the authorized representatives may attend the tender opening.

5. The Ministry of Human Resource Development reserves the right to select or reject any or all quotations without assigning any reasons whatsoever.

(Sanjeev Srivastava) 11/14

Under Secretary to the Govt of India
Tel. No. 2307 3109

To

- ✓ 1. Programmer CMIS, Ministry of Human Resource Development, Shastri Bhawan, New Delhi with a request to display the Tender Notice on the Web-site of this Ministry.
2. All Ministries / Departments for information
3. e-Procurement Portal

CMIS(OP)

Sanjay
10.01.2014