



**NOTICE INVITING QUOTATIONS**

No.Q/FSI-OT/580/17/2017

09.05.2017

**Subject: Fabrication of Medals, Trophies and Certificates**

Quotations are invited from reputed distributors/vendors for fabrication and supply of following Medals and Trophies at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067:

SI No.	Items	Specification	Nos.	Cost	VAT (if applicable)	Total cost
1	Gold Medal	Weight: 10 gm gross Carat: 22 Diagram: 2.5 cm Printing: Both side	One			
2	Silver Medal	Weight: 10 gm gross Diagram: 2.5 cm Printing: Both side	One			
3	Brass Medal for sports	Weight: 20 gm gross Diagram: 3 cm Printing: Both side	Five			
4	Brass Trophies	Size: 12" With wooden stand and name plate	Two			
5	Certificate folder	With golden leaf printing of FSI Logo	50			
6	Certificate	Size: A4 With printing	41			

2. Last date of submission of quotation is by **22.05.2017** by **1300 hrs.** Interested vendors may drop their quotations in Tender Box at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067 dully superscribed as "*Quotation for fabrication of Medals, Trophies and Certificates*" or send by e-mail.

3. The items should be supplied within 6 working days after issuing the Purchase Order. The purchase order will be issued by e-mail. Vendor may also collect the original of Purchase Order from the FSI.

4. No advance payment will be made. Payment will be made within one month after delivery of the items. Payment will be made by ECS only. The vendor shall give his bank details for ECS transfer as per attached proforma.

  
गुरु प्रकाश / **Guru Prakash**  
अनुभाग अधिकारी (एफएसआई-ओटी)  
Section Officer (FSI-OT)  
विदेश सेवा संस्थान / **Foreign Service Institute**  
विदेश मंत्रालय / **Ministry of External Affairs**  
नई दिल्ली / **New Delhi**

Tel: 26181280  
E-mail: [soitfsi@mea.gov.in](mailto:soitfsi@mea.gov.in)

### Details for Payment

Type	<b>Commercial</b>	Name	
PAN No.			
TIN No.		TAN No.	
Add.		Add 1.	
City		Add 2.	
Country		State	
District		Pin Code	
Mob. No.		Phone No.	
E-Mail		A/c No.	
Bank Name		IFSC Code	