



विदेश सेवा संस्थान  
विदेश मंत्रालय, नई दिल्ली  
FOREIGN SERVICE INSTITUTE  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

**NOTICE INVITING QUOTATIONS**

No.Q/FSI-FT/580/9/2017

June 6, 2017

**Subject: Supplying of Leatherite Executive Folders/Bags and Pens**

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

Sl No.	Items	Specification	Nos.	Cost	VAT (if applicable)	Total cost
1	Leatherite Executive Folders/Bags	Length and width 14 x10 inches	22			
2	Good quality Jotter refill pens	With golden leaf printing of FSI logo	30			

2. Last date of submission of quotation is 16.6.2017 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 supply of leatherite executive bags and pens"

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 six weeks 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.

(मयंक चौबे) / (Mayank Chaubey)  
निर्देशक एवं पाठ्यक्रम समन्वयक (ओटी)  
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Baba Gang Nath Marg, Old JNU Campus, Ber Sarai, New Delhi - 110 067  
Tel.: 26181248, 26181342 Fax : 26181358 Website: http://meafsi.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	