



सत्यमेव जयते

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

NOTICE INVITING QUOTATIONS

No.Q/FSI-OT/580/10/2017

22.11.2017

Subject: Printing of Booklets, Plastic ID-cards and Printing FSI Logo on the Bag.

Quotations are invited from reputed distributors/vendors for Printing of Booklets, Plastic ID cards and Printing FSI Logo on the Bag at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067:

Sl No.	Items	Specification	Nos.	Cost	GST	Total cost
1	Printing of Booklets	Length-20 cm Width -13.5 cm Number of pages approximately between 100 to 120 *Printing material (text & photos) will be given in word and PDF format. Photos would require editing before printing in booklets *Colour of papers should be off white. *Paper quality should be IRIS or similar quality and printed in 300 GSM or similar quality (While submitting quotation please enclose the sample of the paper)	50			
2	Plastic ID cards	Length-8.5 cm Width-5.3 cm Thickness-1 mm	39			
3	Printing of FSI Logo on the Bag	FSI logo will be provide by FSI	39			

2. Last date of submission of quotation is by **29.11.2017** by **1000 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 Printing of Booklets, Plastic ID cards and Printing FSI Logo on the Bag*" or send by e-mail.

3. The items should be supplied within 3 working days after issuing the Purchase Order. The purchase order will be issued by e-mail. Original Purchase Order may be collected from 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.

अनिल दत्त रतुरी/Anil Dutt Raturi
अनुभाग अधिकारी (एफएसआई-ओटी)
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