

Dated: 15.01.2014

Subject: Quotation for Office Stamping Products/Name Plates & Boards

Sir,

Sealed quotations are invited from reputed vendors having minimum 5 years experience in the field of maintenance of Office Equipments such as preparation of Stamps, DO letters, Name Plates etc. for a period of one year. The rates quoted should clearly indicate applicable taxes, other terms and conditions. The details of services required may be provided in the below format:

SL. No.	Name of Products	Rate / Pc.	Applicable Taxes	Any other Information
1.	Logo Stamps			
2.	Office Stamps			
3.	Self inking Stamps			
4.	Date Printing Stamp			
5.	Pre-ink Stamps			
6.	DO letters A4/Executive Bond Paper 100 GSM			
7.	DO letters A4/German 100 GSM			
8.	Visiting Cards			
9.	Name Plates PVC			
10.	Flex Boards			
11.	Name Plates Brass letters Bilingual (Eng/Hindi) 1" Size- 1½ " Size- 2" Size -			

- 2 The quotation details are also available on NCRB website <http://ncrb.gov.in>.
- 3 The quotation should be accompanied by an EMD for an amount of Rs.3000/- in the form of Bank Draft/Pay order drawn in favour of A.O. PAO, DCPW, payable at New Delhi. Quotations which are not accompanied by EMD will not be entertained.
- 4 The quotation should be addressed to the Assistant Director (A&G), NCRB, East Block - VII, R. K. Puram, New Delhi - 110 066.
- 5 The quotation should reach NCRB on or before 14 February, 2014 up to 5:00 PM.
- 6 Quotations must be superscribed '**Quotation for Office Stamping Products/Name Plates & Boards**' clearly mentioned on the envelope.
- 7 Quotations received after due date will not be entertained

Director General, NCRB, reserves the right to accept or reject any or all of the quotations without assigning any reason.

Yours faithfully,

(M.P. SHARMA)
JOINT ASSTT. DIRECTOR(G)

Copy to:-

1. JAD(DCT) fro uploading the quotation on NCRB web site
2. Accts. Section