

Dated : 29 Aug 2018

Sub : Quotation for Printing Materials

1. The office of Rajya Sainik Board, Govt. of NCT of Delhi requires following printed material, as per sample/specification enclosed, on the occasion of Annual Armed Forces Flag Day 2018:-

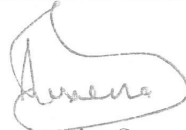
<u>SNo</u>	<u>Brief description of the items</u>	<u>Type of Job</u>	<u>Quantity</u>
(a)	Flag Day Donation Coupons (Size 8" x 3" – Single Colour) {Printed in booklets containing 100 leaves each that are serially machine numbered and with counterfoil}	Print as per specification	3000 books
(b)	Armed Forces Flag (Miniature Flags) - Size 2" x 1.5" – Four Colour (One packet containing 200 sheets with each sheet of size 12" x 7.5" and containing 30 in number Flags) Total = 6000 flags in one packet}	Print as per specification	400 Packets
(c)	D.O. letter for Schools/Institutions (A4 size sheet – bond paper)	Print as per specification	2200 Nos
(d)	Flag Day Brochure of - Size 7" x 9.5" – Four Colour on 300 GSM Title Art Card & Inner pages of 170 GSM Art Papers. All pages will be four (04) colours printing. It will be consisting of 50 colour photos besides running matter. Total pages would be between 64 – 68 approx.	Print as per specification	500 in Numbers
(e)	Invitation Card – Size 7" x 5" – Four Colour on Art Card with white envelopes	Print as per specification	100 in Numbers
(f)	Scroll/Plaque with Box	As per specification	03 in Numbers
(g)	Envelope 8" x 14"	Yellow Plain	2000 in Numbers
(h)	Courier Services within NCT of Delhi Rates to be provided as per weight of (i) 1 to 250gms (ii) 251 to 500 gms (iii) 501 to 750 gms (iv) 751 to 1000 gms (v) 1 Kg & above	As per weight	As per requirement

Additional Information.

(a) Sample/specimen form are also attached with this notice.

(b) All registered and reputed agencies/firms are to submit the quotations/tenders within the stipulated date and time to the O/o Rajya Sainik Board, Govt. of N.C.T. of Delhi located at No. 1, Rajpur Road, Opposite Tis Hazari Court, Delhi – 110 054.

- (c) Desirous bidders can either be present themselves or send their authorized representative during the opening of the quotations/tenders in the O/o Rajya Sainik Board, Delhi which will take place at 1500 hours on 25.09.2018 (Tuesday) onwards.
- (d) Work order would be issued by 03.10.2018 at 16:00 hours.
- (e) Proof of the above listed jobs is to be submitted by the awarded agency on or before 10.10.2018 by 12:00 hours.
- (f) All above works except serial No. 08 are to be completed by 25.10.2018 at 12:00 hours.
- (g) Courier must deliver the packages to the address on or before 15.11.2018 positively.
- (h) For further details/any clarifications please visit our Department web-site or check on the notice board of the O/o Rajya Sainik Board, GNCTD.
2. You are requested to quote the price for undertaking the aforementioned items of printing material work (item-wise). It may please be noted that the job is to be completed within 15 days from the date of placement of work order.
3. Quotation should reach the office latest by 25.09.2018 (Tuesday) upto 14:00 hours in a sealed envelope duly completed in all respect. To facilitate in providing an accurate quote, sample copies of various forms/flags required are also enclosed for reference.



{Cmde. Ajay Saxena (Retd.)}
Secretary, Rajya Sainik Board
Govt. of N.C.T. of Delhi

Encl:- As above.