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No. VI-14025/015/2014/DGCD (CD-PMU)

Government of India

Ministry of Home Affairs

Directorate General of Fire Services, Civil Defence & Home Guards

East Block-VII, Level-7
R.K. Puram, New Delhi - 110066

Dated 30 July 2015

To,

Subject : Quotation Calling Letter for Printing of Books (GPCD)

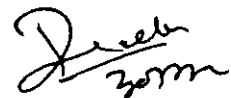
Dear Sir,

Sealed quotations are hereby invited for **Printing of Books (GPCD)** for the Directorate General FS, CD & HG. The detailed terms and conditions are given below. Specifications, quantities and format for quoting the rates are given at Appendix 'A' attached.

1. The quotations shall be received by 1500 hrs on or before 10th August 2015 in the office of the Director General, FS, CD & HG, East Block-VII, Level-7, R.K. Puram, New Delhi-110066 and will be opened by the board of officers at 1500 hrs on the same day in the presence of the bidders or their authorized representatives who may like to be present.
2. The quotations received after due date and time as mentioned above shall be rejected.
3. The complete quotation shall be addressed to, Directorate General FS, CD & HG" East Block-VII, Level-7, R.K. Puram, New Delhi - 110066 and shall be submitted in a sealed cover duly super scribed as "Quotation for Printing of Books (GPCD)".
4. The quotation can be submitted by post to the Office of Director General, FS, CD & HG, East Block-VII, Level-7, R.K. Puram, New Delhi - 110066 . This office will not be responsible in case of late receipt due to any postal/courier delays etc.
5. The job is to be completed within 15 (Fifteen) days after placing the job order.
6. Items shall be delivered in the office of Director General, FS, CD & HG East Block-VII, Level-7, R.K. Puram, New Delhi - 110066 at the cost of the supplier. No additional loading/unloading/ lifting charges shall be payable.
7. The taxes, if any, should specifically be quoted separately. The details of taxes leviable in such case should be stated clearly.
8. The rate quoted by the firms must remain valid for a period of 90 days from the date of opening of quotation.
9. Specific mention must be made in the quotation to the effect that terms and conditions mentioned above are fully acceptable to your firm.

10. Any conditional quotations will not be accepted.
11. The undersigned reserves the right to accept or reject the quotation in full or part without assigning any reasons whatsoever.
12. On acceptance of quotations, job order will be issued from this end. The work must be completed within the stipulated price & time as per job order.
13. If the work under the job order is found unsatisfactory or if the firm to whom the job is awarded dishonors the terms & conditions contained in the job order issued by this office, the job will be entrusted to any other firm/party at the risk and expenses of the defaulting firm. In this connection the decision of the Director General, FS, CD & HG Ministry of Home Affairs, Govt of India shall be final and binding to all.
14. Rates must be quoted by the firms on the format attached as Appendix 'A'. All pages of the quotation must be signed by the authorized representative of the firm and affixed with the firm's seal/stamp.
15. Rates to be quoted both in Words and Figures. In case of discrepancy, the amount quoted in Words will be taken as final amount.
16. Any cutting must be signed by the authorized signatory and stamped on it.
17. Payment Terms and Conditions -
 - (a) No advance will be given on any account
 - (b) Full payment will be released in one lump sum on completion of the job and submission of bills.

Yours faithfully,



(DK Shami)
Head of Office

Quotation for Printing of Books (GPCD)

Ser. No.	Items	Qty	Unit	Rate/ Unit (Rs.)	Total Cost
1.	Printing of Books (GPCD). (Letter Size) (a) Lumpsum rates for proof reading, editing, artwork & graphics for front & back outer covers, printing & delivery of final copies of the books (GPCD) as per following specifications:- (i) Size: Book Format (Letter Size) (ii) Type of printing: 4 colour offset printing (iii) Paper Quality: 300 GSM Art Paper for front & back cover and 170 GSM paper for other pages. (iv) Binding: Book Format	250	Nos.		

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