

No. VI-32016/3/2013-DGCD (CD)

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 the 22<sup>nd</sup> January 2015

To,

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\_\_\_\_\_  
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**Subject : Quotation calling letter for Supply of Souvenir items- Coffee Mugs**

Dear Sir,

Sealed quotations are hereby invited for **Supply of Souvenir items- Coffee Mugs** to 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 6<sup>th</sup> February, 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. The quotations received after due date and time as mentioned in the quotation calling letter shall be rejected.
2. The complete quotation shall be submitted in a sealed addressed to the Director General, FS, CD & HG East Block-VII, Level-7, R.K. Puram, New Delhi – 110066.
3. The quotation can be submitted personally or by post to Project Management Unit, 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.
4. The job is to be completed within 10 (Ten) days after placing the job order.
5. 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.
6. The taxes, if any, should specifically be quoted separately. The details of taxes leviable in such case should be stated clearly.
7. The rate quoted by the firms must remain valid for a period of 30 days from the date of opening of quotation.
8. If the work under the supply order is found unsatisfactory or if the contractor dishonors the contract the job will be entrusted to any other firm/party at the risk and

- expenses of the defaulting contractor. In this connection the decision of the Director General, FS, CD & HG Ministry of Home Affairs shall be final and binding to all.
9. Specific mention must be made in the quotation to the effect that terms and conditions mentioned above are acceptable to your firm in full.
  10. The undersigned reserves the right to accept or reject the quotation in full or part without assigning any reasons whatsoever.
  11. 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.
  12. Any conditional quotations will not be accepted.
  13. Rates will be quoted on the format attached as Appendix 'A'. All pages must be signed by the authorized representative of the firm and affixed with the firm's seal/stamp.
  14. Rates to be quoted both in Words and Figures. In case of discrepancy, the amount quoted in Words will be taken as final amount.
  15. Any cutting must be signed by the authorized signatory and stamped on it.
  16. 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,



(Sanjay Sehgal)  
Project Director



Quotation for Supply of Souvenir items - Coffee Mugs

Ser. No.	Items	Qty	Unit	Rate/ Unit (Rs.)	Total Cost
1.	Each Mug should be as per the following specifications:- (a) Microwave safe, Black Colour Coffee Mug suitable for sublimation printing. (b) Height- 3.75 inch, 3.25 inch diameter.	400	Nos.		