

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI – 110 124

No.303/GSS/Sty./Store/19-2009/Vol-III

Dated 9.4.2010

Subject: Calling of Quotations for printing /supply of envelops.

Office of the Comptroller and Auditor General of India, New Delhi invites sealed quotations from reputed printers for empanelment for **printing /supply of following types of envelops** duly printed with logo on contract/credit basis to this office for the financial year 2010-11.

Sl. No.	Name of Items
1	Cloth lined envelopes brown (16x12-SE-8A)
2	Cloth lined envelopes brown (10X12)
3	Cloth lined envelopes brown (SE-7-A)
4	Envelopes Plain (SE-7)
5	Envelopes SE -5 (plain-brown 9x4)
6	Envelopes SE -5 (window-brown 9x4)
7	Envelopes SE -6 (plain -brown 11x5)
8	Envelopes SE -6 (window-brown 11x5)
9	Plain envelopes (16x12-plain-SE-8)
10	White envelopes A-4 size self gumming
11	White envelopes self gumming (11x5)

The sealed quotations addressed to Director(Personnel), Office of the Comptroller and Auditor General of India, 9, Deen Dayal Upadhyaya Marg, New Delhi – 110 124 should reach this office latest by **16th April, 2010**.

The terms and conditions on which the work will be entrusted to the successful bidder will be as under:

- Documentary evidence towards bidder's valid Sales Tax/Vat No., Trade Licence should be submitted alongwith the quotation. Original certificates may have to be produced before placement of final orders.
- The average annual turnover of the bidder shall not be less than 25 Lakhs from sales of the articles mentioned above for the last two financial years.
- The rates offered in the quotation will not be enhanced during the period of contract.
- The rate of each items mentioned above should be quoted separately. The vendor shall be entirely responsible for all taxes, dutie etc. and the quoted price would be assumed as final including all taxes, duties and surcharges.
- An undertaking, in respect of owing all the responsibility about genuineness of the items must accompany the quotation. The specific item(s) is/are to be supplied immediately on demand but latest within two calendar days.
- List of the various organizations to whom similar services have been provided in the last 2 years.
- No cutting/overwriting is allowed in the quotations
- The department reserves the right to accept or reject the quotation without assigning any reason. The decision of the competent authority of this office, in this regard, shall be final and binding.

Sd/-

(A K Vatta)

Sr. Administrative Officer (GSS)