

Dated 9<sup>th</sup> September, 2014

To

As per list.

Subject: Sealed quotations for purchase of executive diaries for the year 2015.

Sir,

Quotations are invited for supply of 700 nos. of good quality Executive diaries for PMO.

2. The sample of the Diary is available in PMO and based on this sample rates are to be quoted by the interested Bidders. In this regard, Bidders may contact Shri Sanjay Tiwari, Section Officer (Phone No.23012267) in this office located at South Block, New Delhi.

3. The caption as given below is to be printed in English and Hindi on the cover of all the Diaries -

**Prime Minister's Office  
New Delhi**

4. Further, a table containing the names & designation of the Officers of this office and their telephone numbers, e-mail addresses etc. are also to be printed in the first few pages of the diaries.

5. The Quotations in respect of this Tender Enquiry are to be sent to this office at the following address:-

Section Officer (General)  
Room No.242, Prime Minister's Office,  
South Block, New Delhi-110011.

6. The Tenders are to be submitted in a sealed cover super scribing "Quotation for supply of Diaries-2015" on or before 15th October, 2014 by 2 p.m.

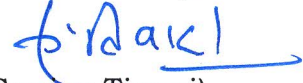
7. Both the Technical Bids and Financial Bids will be opened at same day on 15th October, 2014 at 3.30 p.m in the presence of the Tenderers or their authorized representatives (not more than one from each Bidder) who chose to be present at time and date of opening of tenders

....2/-

6.12.14

8. The quotations not sent in the manner indicated above would be liable to be ignored. It should be clearly indicated whether the rates quoted are inclusive or exclusive of tax. The articles are required to be delivered free of cartages at the premise of this office at South Block. The rates quoted shall be valid for three months.
9. PMO reserves the right to award contract for an additional 25% diaries etc. on the same unit price during the current year.
10. In case the rates are approved and your firm is asked to supply the same, you will be required to supply the whole order on or before 30th November, 2014.
11. The submission of quotation will not place the office under any obligation to place the order and expenses incurred by you in this regard will not be payable by this office.
12. PMO reserves the right to accept any quotation not necessarily the lowest or to reject all the quotations without assigning any reason.
13. Any further details, if required may be obtained from the Section Officer (General), Prime Minister's Office, South Block, New Delhi (Tel. 23012267)

Yours faithfully,



(Sanjay Tiwari)  
Section Officer

संजय कुमार तिवारी  
**SANJAY KUMAR TIWARI**  
अनुभाग अधिकारी / Section Officer  
प्रधानमंत्री कार्यालय / Prime Minister's Office  
साउथ ब्लॉक, नई दिल्ली / New Delhi