

Our Ref: GA/Misc (Plaques)

11 March 2008

Subject: Procurement of plaques for the award presentation ceremony for Rajiv Gandhi National Quality Awards.

Dear Sir.

We intend to purchase plaques for the award presentation ceremony for Rajiv Gandhi National Quality Awards as per description show below. SEALED QUOTATION for the same may kindly be submitted. The quotation should be inclusive of all expenses including Packing Charges or any other charges. Rate of Vat may be indicated separately, if applicable.

**Details of Salvers is as under:**

SI. No	Description	No of Salvers required	Rates per salver	Vat or any other expenses
1	Gold plated silver salver of 25 cm dia of approximately 800	1		
2	Silver salvers of 20 cm dia of approximately 500 gms	4		
3	Silver salvers of 15 cm dia of approximately 400 gms	16		

**Description of Salvers**

The salvers have to be mounted on the wooden base and encased in acrylic cover box and supplied in Velvet box.

The plaques will to be inscribed with the logo in oval shape containing live profile of Late Rajiv Gandhi, former PM of India.

It will also bear inscription [ **RAJIV GANDHI NATIONAL QUALITY AWARD 2007**].

Copy of photograph of the salver procured last time is enclosed for ready reference. For any query about the description of plaques, please contact Director (Administration) in Room No. 406, Manakalaya, Phone No. 2323-1875.

Sealed quotations may be sent to Director (Administration) latest by 1500 h on 24 March 2008, which would be opened on the same day at 1530 h in Room No. 406, Manakalaya. The envelope containing the quotation should be superscripted "**QUOTATION FOR SILVER SALVER**". You are welcome to be present at the time of opening of the quotation.

The plaques if not found as per our requirement shall be rejected.

In-complete quotation would be rejected outright. The Bureau reserves the reject summarily any or all quotations in whole or in part without any reason.

The decision of the Bureau shall be final and binding on you.

Thanking you,

Yours faithfully,

**(Ravinder Kumar)**  
**Section Officer (Purchase)**

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