No.07-02/GA/2011-FSSAI
Food Safety and Standards Authority of India
(A Statutory Regulatory Authority of Govt. of India)
Ministry of Health and Family Welfare
FDA Bhavan, Kotla Road
New Delhi-110002.

Dated the 03rd March, 2012

To

M/s. Infinity Advertising Services (P) Ltd., D-4/2,
Okhla Industrial Area, Phase-I,
New Delhi-110020.

Subject: Printing of conference pads as per specimen, letter heads and envelope of different sizes- reg.

Sir,

I am directed to invite quotation for printing of conference pads, letter heads and envelopes (cloth mounted) of the following sizes. The quality of paper should be of JK bond or Balarpur Industries. Envelope be made and print in 90 GSM and letter head and conference pads be of 100 and 80 GSM respectively.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the item</th>
<th>Sizes</th>
<th>Qty. Reqd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Envelope</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td></td>
<td>A-4 size</td>
<td>10,000 pcs. of each size</td>
</tr>
<tr>
<td>b)</td>
<td></td>
<td>27 x 12 cm</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
<td>22 ½ x 10 cm</td>
<td></td>
</tr>
<tr>
<td>d)</td>
<td></td>
<td>25 ½ x 11 ½ cm</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Letter head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e)</td>
<td></td>
<td>A-4 size and A-5 size</td>
<td>50 pkts. of each size</td>
</tr>
<tr>
<td>3.</td>
<td>Conference/meeting pads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f)</td>
<td></td>
<td>21 x 14 cm (25 leafs)</td>
<td>3000 pads of each size</td>
</tr>
<tr>
<td>g)</td>
<td></td>
<td>18 x 11 cm (10 leafs)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Visiting Cards</td>
<td></td>
<td>(20 pkts.) 2000 pcs.</td>
</tr>
</tbody>
</table>

The printing of conference pads should be as per design and FSSAI logo in colour be printed on the top.

1. A sample paper of the above should be endorsed along with the quotation.
2. Sealed quotation should reach in the office at FDA Bhavan within 15 days from the date of issue of letter.
3. The firm rate should be quoted indicating complete details and tax components.
4. Cutting and overwriting in rates/quotations may disqualify the bidder.
5. No advance payment shall be made.
6. The printer shall submit proof within 3 days from the date of issue of order and supply at 3rd Floor, FDA Bhavan, New Delhi.
7. After the approval of proof, supply of printing material should be made within 10 days.
8. No cartage charges shall be paid.

Yours faithfully,

-Sd-
(R.K. Saxena)
Deputy Director
1. M/s. National Cooperative Consumers’ Federation of India (NCCF), Deepali” (5th Floor), 92, Nehru Place, NEW DELHI - 110 019.


3. M/s. Crescent Stationers, 2nd Floor, SHIV HANUMAN MANDIR COMPLEX NEAR PALIKA PLAN PANCHEWIAN ROAD, NEW DELHI

4. M/s. Nirman Advertising Address: 1, Link Road, Jangpura, Delhi- 110014.


6. M/s. Vivid-India Advertising & Marketing, 401 & 411, Deepshikha, 8, Rajendra Place, New Delhi-110008


