



विदेश सेवा संस्थान  
विदेश मंत्रालय, नई दिल्ली  
FOREIGN SERVICE INSTITUTE  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

**NOTICE INVITING QUOTATIONS**

No.Q/FSI-OT/580/4/2018

06.04.2018

**Subject: Fabrication of Medals, Trophies and Certificates**

Quotations are invited from reputed distributors/vendors for fabrication and supply of following Medals and Trophies at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067:

SI No.	Items	Specification	Nos.	Cost	GST (if applicable)	Total cost
1	Gold Medal	Weight: 10 gm gross Carat: 22 Diagram: 3 cm Printing: Both side	One (1)			
2	Silver Medal	Weight: 10 gm gross Diagram: 3 cm Printing: Both side	One (1)			
3	Brass Trophies	Size: 12 inch With wooden stand and name plate	Three (3)			
4	Certificate folder (in jute material)	Size: 12.5 inch X 9.25 inch with golden colour printing of FSI Logo to keep both A4 size photograph and A4 size certificate in transparent pocket in one folder	Forty one (41)			
5	Certificate	Size: A4 Cardboard paper with leaf printing	Forty one (41)			
6	Docket Folder	Size: A4 Cardboard paper with leaf printing	Forty five (45)			

2. Last date of submission of quotation is by **01.05.2018** by **1300 hrs.** Interested vendors may drop their quotations in Tender Box at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opp Kendriya Vidyalaya), New Delhi-110067 dully superscribed as "**Quotation for fabrication of Medals, Trophies and Certificates**" or through email. The bidders submitting their quotations through email, should send the quotations in password protect word document. Clarification, if any, may be sought from the undersigned during working time. The bids will be opened on 27.4.2018 at 1500 hrs. The bidders may be present during the opening of bid.

3. The items should be supplied within 6 working days after issuing the Purchase Order. The purchase order will be issued by e-mail. Vendor may also collect the original of Purchase Order from the FSI.

4. No advance payment will be made. Payment will be made within one month after delivery of the items. Payment will be made by ECS only. The vendor shall give his/her bank details for ECS transfer as per attached proforma.

**अनिल दत्त रतुरी/Anil Dutt Raturi**

अनुभाग अधिकारी (एफएसआई-ओटी)

Section Officer (FSI-OT)

विदेश सेवा संस्थान/Foreign Service Institute

विदेश मंत्रालय/Ministry of External Affairs

नई दिल्ली/New Delhi

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बाबा गंग नाथ मार्ग, पुराना जे एन यू कैम्पस, बेर सराय, नई दिल्ली - 110 067

Baba Gang Nath Marg, Old JNU Campus, Ber Sarai, New Delhi - 110 067

Tel.: 26181248, 26181342 Fax : 26181358 Website: <http://meafsi.gov.in>

### Details for Payment

Type	<b>Commercial</b>	Name	
PAN No.			
GST No.			
Add.		Add 1.	
City		Add 2.	
Country		State	
District		Pin Code	
Mob. No.		Phone No.	
E-Mail		A/c No.	
Bank Name		IFSC Code	