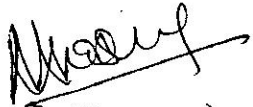


**F. No. D. 21013/162/2016**  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Service  
Central Drug Control Standard Control Organization  
(Admin Div)

Dated: 19.07.2016

**Subject:- Notice inviting Tenders for Printing & supply of office  
Employees Identity Cards with printed Tag & Card Holders.**

CDSCO (HQ), Delhi invites sealed quotations from the reputed and experienced printers for printing and supply of office employees ID Cards. The quotations sealed and duly super scribed "Quotations for printing of Employee ID Cards and printed tag and holders" should reach to this office before 05<sup>th</sup> August, 2016 upto 3:00 PM and the opening of bids will be on the same day at 4:00 PM. The bidders are required to go through terms & conditions before submitting their quotations given at (Annexure-A) and submit sealed quotations as per format given at Annexure-B.

  
(Arun Sharma)

**Director (Admn.)**

General Terms & Conditions

1. All the correspondence regarding this quotation should be addressed to the Deputy Director Admn. (D), CDSCO (HQ), FDA Bhawan, Kotla Road, New Delhi-110002.
2. VAT as applicable may be shown separately in the quotation.
3. The supplier should be able to supply the material within 07 days from the supply order.
4. Quotations erased, overwriting or written in pencil will not be accepted.
5. Specimen copy of the Employee ID Card may be seen in CDSCO (HQ) before quoting the rates.
6. Firm should have its own printing press and local office at Delhi.
7. Rate quoted includes delivery of the finished products at CDSCO (HQ).
8. The competent authority reserves the right to reject any or all quotations without assigning any reason thereof. Incomplete and conditional quotations shall be rejected.
9. The copy of PAN/TIN of firm should be attached with the quotations
10. In case of any dispute the decision of the competent authority, CDSCO, Delhi shall be final and binding.

To,

The Deputy Director Admn. (Drugs),  
CDSCO (HQ), FDA Bhawan,  
Kotla Road, New Delhi-110002

**Subject: - Quotations for printing and supply of Employee ID Cards for CDSCO.**

**Reference No. D. 21013/162/2016-DC.**

Sir,

With reference to the above mentioned letter, I am submitting herewith the best rates for printing and supply of the above mentioned items:-

Sl. No.	Items	Specifications	Rates quoted for per item
1.	Employee ID Card (PVC Fused)	<ul style="list-style-type: none"><li>• <b>Size:</b> 8.5 cm x 5.5 cm</li><li>• <b>Colour :</b> Multicolour</li><li>• <b>Thickness:</b> 750 microns</li><li>• <b>Printing requirements:</b> Both sided printing with logo on front side, scanned coloured photograph</li><li>• <b>Quantity:</b> As per requirement from time to time</li><li>• <b>Collection &amp; feeding of information/data:</b> The data/information has to be collected from this office</li></ul>	
2.	Printed Tag		
3.	Card Holder		

Specimen & soft copy can be seen in this office before quoting your rates.

I completely accept the terms and conditions of the assignment.

Date:

Signature with seal of firm:

Place:

Name :

Enclosures: Copy of PAN/TIN