

D.11011/74/2007-DWS-II
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

8th floor, Paryavaran Bhawan,
CGO Complex Lodhi Road
New Delhi 110003
Date January 11, 2008

To

Subject: Quotation for Press Meet, audio visual items / stationery items at 8 Ashoka Road
New Delhi

I am directed to inform that quotations are invited for carrying out the following works on immediate basis in the public interest on 26th January 2008 at the venue quoted above.

Press meet will be chaired by Hon' able Minister RD. and it has been reliably learnt that your organization is engaged in providing and arrangements for signage and audio-visual. The requirement of the Department is as under:-

S. No.	Particulars
1.	Banners, Decoration / sash for winners (with latest style, welcome Holding ,Backdrop and Still Photgraphy) etc.
2.	Floral arrangements on dias for 1 day
3.	Audio Visual arrangement with latest microphones/mobile microphones/laptops/computers/laser printer/photocopier & backdrop
	Miscellaneous
4.	Folders, Stationery etc.
5.	Registration Bag for participants & invited guests 100 Nos. (incl. VAT)

You are, therefore, requested to submit your most competitive rates for items mentioned herein which is required by the Department in connection with the subject Press Meet. Please also indicate your other terms and conditions.

Your quotation must reach the undersigned by 4:00pm on 16th January, 2008. The quotation will be opened on the same day at 5:00 pm in the presence of representative of the tenderers who wish to participate.

Yours faithfully,

(S.K.Verma)
Under Secretary to the Govt. of India

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