



No. Q/SSIFS-OT/580/07/2023

May 25, 2023

**NOTICE INVITING QUOTATIONS**

**Subject: Fabrication of Medals and Trophies**

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

| SI No. | Item         | Specification                                                                | Nos. | Cost per piece | GST (if applicable) | Total cost per piece |
|--------|--------------|------------------------------------------------------------------------------|------|----------------|---------------------|----------------------|
| 1.     | Gold Medal   | Weight: 10 gms gross<br>Carat: 22<br>Diameter: 2.5 cm<br>Printing: Both side | One  |                |                     |                      |
| 2.     | Silver Medal | Weight: 10 gms gross<br>One<br>Diameter: 2.5 cm<br>Printing: Both side       | One  |                |                     |                      |

2. Last date of submission of quotations is by 31.05.2023 by 1600 hrs. Interested vendors may drop their quotations in Tender Box at Sushma Swaraj Institute of Foreign Service, Baba Gang Nath Marg Near Ber Sarai Market, (Opp Kendriya Vidyalaya), New Delhi-110067 duly superscribed as "Quotation for fabrication of Medals and Trophies". Clarification, if any, may be sought from the undersigned during working hours. The bids will be opened on 02.06.2023 at 1200 hrs. The bidders may be present during the opening of the bid.

3. The items should be supplied within 5 working days after issuing the Purchase Order. The purchase order will be issued by e-mail. Vendor may also collect the original Purchase Order from the SSIFS.

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 bank details for ECS transfer as per attached proforma.

  
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