

No.: 14-6/2018-Admn

Date:12.06.2026

Subject: Notice Inviting Quotations (NIQ) for Annual Rate Contract for printing/making of Letter Head,visiting cards, Rubber stamp, self ink stamp, name plate work at PMML, New Delhi

Sealed quotations are invited from eligible and reputed manufacturers/suppliers **printing/making of Letter Head, visiting cards, Rubber stamp, self ink stamp** complete in all respects at the premises of **Prime Ministers' Museum & Library (PMML), New Delhi**, as per the specifications given below:

1. Scope of Work/supply: printing/making of Letter Head, visiting cards, Rubber stamp, self ink stamp, name plate at PMML premises, as per requirements complete in all respects.

2. Specifications. printing/making of (i) Letter Headsize A4 (Colour) with logo Golden Emboze as per sample, ii) Letter Head size A4 (Colour) without logo Golden Emboze as per sample, iii) Visiting cards (Imported) with logo Golden Emboze as per sample,iv) Visiting cards (Ivory) without logo Golden Emboze as per sample, v) Rubber stamp (Self ink) as per sample,vi) Rubber stamp (Rubber) as per sample and vii) Name Plate (Brass) as per sample.

3. Quantity: As and when required during a year through work orders.

4. Terms & Conditions

- The rate quoted should be inclusive of all taxes, duties and free at destination.
- Quotations must be duly signed and stamped by the bidder. *Photocopy, Unsigned quotations will not be considered.*
- Unrealistic, incomplete, vague or conditional quotations shall be liable to rejection.
- Delivery period: Within 10 days from the date of issue of work order.
- The competent authority reserves the right to accept or reject any or all quotations without assigning any reason.
- Payment shall be released only after satisfactory supply and installation and submission of pre-receipted bill in duplicate.

5. Submission of Quotation: The quotation in a sealed envelope superscribed as: "**Quotation for Rates for the printing/making**" should be submitted at:

Reception Counter

Prime Ministers' Museum & Library (PMML)
Teen Murti House
New Delhi – 110011

(ph no care taker 9968136812), on or before **23.06.2026** at **11:00 AM**.

Format for quotation

S.No.	Specification	Qty	Rate	Amount
1.	Letter Head size A4 (Colour) with logo Golden Emboze as per sample,	As & when required	To be quoted	
2.	Letter Head size A4 (Colour) without logo Golden Emboze as per sample,		To be quoted	
3.	Visiting cards (Imported) with logo Golden Emboze as per sample,		To be quoted	
4.	Visiting cards (Ivory) without logo Golden Emboze as per sample,		To be quoted	
5.	Rubber stamp (Self ink) as per sample,		To be quoted	
6.	Rubber stamp (Rubber) as per sample		To be quoted	
7.	Name Plate (Brass) as per sample		15.5 x 31 cms	
	Total			
	Add GST@18%			
	Grand Total and Rounded off			

Seal and signed

Prime Ministers' Museum & Library (PMML)

Teen Murti House
New Delhi – 110011