

F. No 7-14/NMA-2017  
GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
NATIONAL MONUMENT AUTHORITY

24, TILAK MARG, NEW DELHI  
Dated: 28.12.2018

28 DEC 2017  
ISSUED

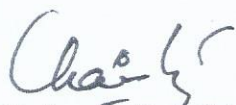
**TENDER NOTICE**

The National Monuments Authority requires the Executive Diaries for official use:-

S.No.	Quantity	The specification of Diary for the year 2018 will be as under
1.	150 Executive Diary ( 8" x 6.25")	<ol style="list-style-type: none"><li>1. Total 183 Leaves or 365 pages excluding end paper plus 4 sheets extra for print the material.</li><li>2. <u>Paper</u>: White Super Sunshine Printing Paper True print of 70 GSM for text sheets.</li><li>3. Density foam with Name of office, Logo and Year 2018 on front with embossing in Golden colour (as per sample available with the office.</li><li>4. <u>PACKING</u>: Each Diary should be shrink wrapped and packed in white coated duplex carton box of 300 gsm.</li><li>5. <u>PRINTING</u>: Text in single colour.</li><li>6. <u>STITCHING</u>: Section Sewing with Nylon Thread in Automatic Machine; good quality, Head and Tail Band should be used. Silk Ribbon Book Mark of 7 mm to be fixed. Binding process should be carried out in automatic binding units.</li><li>7. NAMES of some of the officers are required to be embossed on lower front right side of Diary.</li><li>8. <u>SAMPLE DIARY</u> Sample Diary is available with Administrative Department.</li></ol>

It is requested to furnish your lowest rates for supply of above items including the cost of printing of the enclosed specimen.

The Quotation must reach this office, in sealed envelope, latest by 3.00 p.m. on 10<sup>th</sup> January, 2018. The quotations received will be opened on the same day at 3.30 pm.

  
(Chaitanya Sharma)  
Administrative officer