

**V.V. Giri National Labour Institute
Sector – 24, NOIDA – 201301 (U.P)**

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TENDER FOR SUPPLY OF CERTIFICATES FOLDERS

Date of Advertisement : 08.03.2016
Date of Issues : _____
Last date of submission of Tender: 28.03.2016 by 3.00 p.m.
Date of Opening of Tenders : 28.03.2016 at 4.00 p.m.
Cost of Tender : ₹ 250/-

Tender for issues to:-

M/s. _____

Signature of issuing Officer

(The tender envelope should be marked with Tender for Supply of Certificate Folder)

V.V. Giri National Labour Institute, NOIDA

Advertisement Notice

The Institute invites tenders from suitable printing agencies/suppliers for supply of certificate folder, certificate sheets and photograph sheets for Institutes training programmes. The interested parties may see the samples and send their sealed quotations within 21 days of release of this advertisement. The tender documents can be obtained on payment of Rs.250/- (Non refundable). The sealed quotations may be dropped in the tender box kept in the reception of the Institute on or before the last date & time.

(Administrative Officer)

**V.V. Giri National Labour Institute
Sector – 24, NOIDA – 201301 (U.P)**

Tender for Supply of Certificate Folders

1. SCOPE OF WORK

The Institute is looking for a suitable manufacturer/supplier for supply of Certificate & photograph sheets and Folders for the delegates of Institutes' various training programme. Annual requirement would be around 4000.

2. Specifications of certificate folders, Certificate & Photograph sheets

The size of certificate folder will be 12"x9" with 1" spine. The folder will be in two folds. Each side will be sported by 36 ozs cardboard in two pieces to give strength to the folder. The folder will be covered with plastic sheet of 20 gauge of desired colour. Inside the folder two pockets of transparent sheet of 10 mm will be provided to insert group photograph and certificate. The cover and back side of the folder will be printed with Institutes' name and logo. The size of Certificate and photographs sheets will be 21X28.5 cm. in art paper of 170 gsm. with mat finishing. The workmanship should be of high quality so that appearance of folder should be attractive.

The interested parties may see the sample to satisfy the specifications of the certificate folders, certificate and photograph sheets before submitting tender.

3. Validity of Rates

The rates will be valid for a period of minimum one year. It can be extended if the quality of work of the agency is found satisfactory. The successful bidder will be have to submit sample of certificate& photographs sheets and folder for approval and if found satisfactory, the order will be placed. The order can be placed in lots from time to time as per Institutes' requirement.

4. Earnest Money

No tender will be considered which is not accompanied by Demand Draft of Rs.5000/- drawn in favour of V.V. Giri National Labour Institute payable at New Delhi as Earnest Money.

5. Institute reserves right

The Institute is not bound to accept the lowest or any tender and reserves the right to award the work to any one or divide it between more than one tenderers at its sole discretion and convenience without assigning any reasons.