



राष्ट्रीय फिल्म संग्रहालय  
NATIONAL FILM ARCHIVE OF INDIA  
सूचना एवं प्रसारण मंत्रालय  
MINISTRY OF INFORMATION AND BROADCASTING  
भारत सरकार/GOVT OF INDIA  
विधि महाविद्यालय /पुणे – 411004/LAW COLLEGE ROAD, PUNE 411004

Ref. No. 62/33/16 – Estt.

15<sup>th</sup> April, 2019

To,  
The list of bidders in **Annexure A**

Sub. : Call for Quotations for Customized Stationery-Acid Free Handmade Paper Items.

Sir,

As you may be aware that National Film Archive of India is one of the media units of Ministry of Information & Broadcasting, Govt. of India. NFAI is interested in procuring acid free handmade paper items.

Specifications for the same are as follows:-

Sr. No.	Material Description	Rate (Rs.) per item
1.	<b>Boxes</b> (Acid Free Handmade Paper) Size: 10.5"x15" Height 11" 10.5"x12.5" Height 11" 12.5"x15.5" Height 11" 16.5"x20.5" Height 11"	
2.	<b>Folders</b> (Acid Free Handmade Paper) Size: 21"x31" 31"x41"	
3.	<b>Cylinder Boxes</b> (Acid Free Handmade Paper) Size: 40"x5.5"	
4.	<b>Envelopes</b> (Acid Free Handmade Paper) Size: 5.5"x7.5" 8.5"x10.5" 10.5"x12.5" 12.5"x15.5" 16.5"x20.5"	
5.	<b>Folder File with printing</b> (Acid Free Handmade Paper)	
6.	<b>File Flap with Lace</b> (Acid Free Handmade Paper)	
7.	<b>Handmade Paper</b> (Acid Free Handmade Paper) 250 GSM 21"x30"	

Sr. No.	Material Description	Rate (Rs.) per item
8.	<b>Handmade Paper</b> (Acid Free Handmade Paper) 220 GSM 21"x30"	
9.	<b>Handmade Paper</b> (Acid Free Handmade Paper) 90 GSM 21"x30"	
10.	<b>Grand Total (in figures)</b>	
11.	<b>Grand Total (in words)</b>	

Quotations should reach **Administrative Officer, National Film Archive of India, Law College Road, Pune - 4** on or before **30.04.2019** latest by **3.30 p.m.** in a sealed cover duly superscribed '**Quotation for customized stationery**'.

The quotations are to be submitted on the Firm's letter head. While quoting, the following information should be furnished -

1. Validity period for quotation, if any, may please also be specified.
2. Minimum time required for delivery of the stationery (from the date of supply order) may please be specified alongwith the usual details of warranty period.

Dhirendra Sharma  
Administrative Officer

National Film Archive of India,  
Law College Road,  
Pune-4  
Phone- +91-20-25652259  
Fax- +91-20-25670027

**Terms and Conditions:**

- 1) NFAI's decision shall be final in this case
- 2) The lowest quote (L1) of the Grand Total shall be used to arrive at the successful bidder
- 3) In case of discrepancy in the Grand Total (in figures) and Grand Total (in words), the Grand Total (in words) shall be considered as final.
- 4) All the rates quoted shall be exclusive of GST
- 5) Rates quoted by the bidders shall be valid for a period of 1 year.
- 6) The bids are non-transferable