



## Central Adoption Resource Authority

### केन्द्रीय दत्तक-ग्रहण संसाधन प्राधिकरण

(An autonomous body of the Ministry of Women & Child Development, Government of India)  
(भारत सरकार के महिला एवं बाल विकास मंत्रालय की अधीन स्वायत्त: निकाय)

No. ....D-29011/1/2000/Admn-CARA,Pt.

Date ..... 29/12/2011

To,

**Sub : Quotation to engage a printer for printing & supply of printing articles for official purpose.**

Sir/Madam,

We are an autonomous body of the Ministry of Women & Child Development, Government of India dealing in In-country & Inter-country Adoption of Children. We require to engage a printer for printing & supply of printing articles for official purpose, as per the details given below :

S. No.	Particulars	Rate (for 100 pcs.)
1.	<u>Letter Head</u> : (on 85 GSM Ex. Bond) in 1 colour in 2 colours in 3 colours Embossing (Logo)	
2.	<u>Visiting Card</u> : (on 300 GSM Ivory/Kent) in 1 colour in 2 colours in 3 colours. Embossing (Logo)	
3.	<u>Continuation Sheet</u> : (on 85 GSM) in 1 colour in 2 colours in 3 colours.	
4.	<u>Voucher Pad</u> : 1 pad (1 leaf) 1 pad (1+1 leaf)	

Conti...

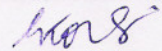
5.	<u>Envelope :</u> 10"x4.5" in 1 colour 10"x2" in 1 colour	
6.	<u>Invitation Card :</u> 5"x7" (300 GSM Ivory) front side only 5"x7" (300 GSM Ivory) front & back sides	
7.	<u>Note Sheet :</u> in 1 colour in 2 colours	
8.	<u>File Cover (with cloth patti) :</u> in 1 colour (front & back sides)	
9.	<u>CARA Logo &amp; CARA Name print on Writing/Spiral Pad :</u> in 1 colour in 2 colours in 3 colours Embossing (Logo)	

2. The Vender should have "A" class Certificate from the Directorate of Printing, New Delhi and DAVP, New Delhi. This should be specifically mentioned in the quotation and a copy of certificate attached with the quotation.

3. If interested, you are requested to quote your competitive rates for the above-mentioned printing articles latest by 13/01/2012 (03:00 p.m.). The quotation should be in a sealed envelope and mentioned "QUOTATION TO ENGAGE A PRINTER FOR PRINTING & SUPPLY OF PRINTING ARTICLES" on the top of the envelope.

Thanking you,

Yours faithfully



**(Gulshan Singh)**  
Administrative Officer