INVITATION FOR TENDERS

NYCG/PUB/302/1/2018

Date: October 15, 2018

PURCHASE OF MEMENTOS:

The Consulate General of India, New York invites sealed tenders from eligible firms/agencies for the purchase of Mementos (around 200). This will be used to present during various official engagements and functions. The specifications of the Mementos should be as per the following details.

SPECIFICATIONS:

1. Silver plated with laser etched design
   Or appropriate material for plate
2. The Base should be wooden.
3. Border of the plate should have a classical etched design
4. Diameter [Wooden base, \textit{dark mahogany colour}]:
   (i) Width: 8 inches, Length: 6 inches depth: 10/16 of an inch (curved inside)
   Diameter (metal plate)
   (ii) Width: 6 inches, Length: 4 inches, depth: approx 1 cm
5. Artwork must look polished and embossed
6. Should come in a card box/or cloth/or paper plastic bag
7. Please check draft design at \textit{annexure A (this design is only to get basic idea)}.
8. Please check dimensions of the proposed plaque at \textit{(Annexure B)} and a template at \textit{(Annexure C)}

TERMS & CONDITIONS:

i. Tenders submission: Email your quote in \textbf{password protected file} to:
   hoc.newyork@mea.gov.in
ii. Rates should be quoted in figures and words clearly.
iii. Rates should be inclusive of all taxes and other charges.
iv. Quote transportation charges to New York separately.
v. Successful bidder needs to submit draft design first (3D image/physical form)
vi. 100% amount will be payable after successful delivery of items

INTERESTED BIDDERS/QUERIES CAN BE EMAILED TO: hoc.newyork@mea.gov.in
DEADLINE OF TENDER: October 29, 2018 (LATE TENDERS WILL NOT BE ACCEPTED)

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annexure A

With Best Compliments

Consulate General of India
New York
Dear Sandeep Chakravorty,

We extend our sincere gratitude for speaking at the India Conference 2018 on the theme of ‘Disruptive Innovations’

India Conference 2018
Hosted by students of Harvard University

Annexure C