

भारत सरकार
भारतीय लेखापरीक्षा तथा लेखा विभाग
प्रधान महालेखाकार (लेखापरीक्षा)
हिमाचल प्रदेश, शिमला - 171 003



Government of India
Indian Audit and Accounts Department
Principal Accountant General (Audit)
Himachal Pradesh, Shimla 171 003

Estt-GD/Audit/Printing/2024-25/

Dated : 23/08/2024

To,

1. M/s Anamika Screen Printers,
East Cottage, Below Sadar Thana, Cart Road, Shimla-1
2. M/s Pooja Printers, Vilayat Cottage, Tutikandi, Shimla-4
3. M/s Himachal Binding & Printing Press, Lower Bazar, Shimla-1
4. M/s Civil Military Press, 2-3 ARYLE HOUSE, The Mall, Shimla-1
5. Notice Board
6. Office Website

Subject : Quotation for Printing of Letter Head, D.O. Pads, and Visiting Cards.

Sir,

Sealed Quotations are invited from the registered agencies/firms for printing of D.O. Pads (Multicolored), and Visiting Cards (Samples can be viewed in office). The quotations should be sent to " The Sr. Deputy Accountant General (Admin), Office of the Pr. Accountant General (Audit), H.P., Shimla" on or before 5-9-2024 upto 3:00PM. Details of items are as under :

Sr. No.	Item Description	No.(Approx)	Other Details
1	Letter Head	100	B/g Color : White, Text Color : Navy Blue, English Text Font Style : Times New Roman.
2	D.O. Pads	100	B/g Color : White, Text Color : Navy Blue, English Text Font Style : Times New Roman
4	Visiting Cards	100	B/g Color : Cream, Text Color : Navy Blue, English Text Font Style : Times New Roman.

Quotations are subject to fulfilling the conditions elaborated below :

- i. Rate will be valid up to March, 2025.
- ii. Rate quoted should be inclusive of GST & all other taxes.
- iii. Rate quoted should be for O/o the Pr. AG (Audit), Shimla.
- iv. Supply should be made within Seven days from the receipt of the order.
- v. Quotation can also be submitted by registered post/personally in this office.
- vi. Sr. Deputy Accountant General (Admin) will have the right to reject an quotation without assigning any reason, and his decision in case of any dispute will be final.
- vii. The envelope should be superscribed "Quotation for Printing Letter Head, D.O. Pads, and Visiting Cards"

Annexure-1 is attached for further details on printing of items.

Yours faithfully,

Signed by Het Ram Jaspal
Date: 23-08-2024 12:16:40

**Sr. Audit Officer
(Estt.- GD)**

Gorton Castle – 171 003, Telephone: 0177-2600411-438, email. agauhimachalpradesh@cag.gov.in

गॉर्टन कैसल- 171003, दूरभाष: 0177-2600411-438

Visiting Card

Items	Specifications
Background Color: Cream	RGB Code: #FFFDD0
Text Color: Navy Blue	RGB Code: #000080
English Text Font Style	Times New Roman
"Official Name and Designation" in English Language	Font Style: Times New Roman, Regular, Size: As per ratio of Visiting Card
"Officer's Address" in English Language	Times New Roman, Regular, Size: As per ratio of Signage Board

Letter Head

Items	Specifications
Background Color: White	RGB Code: #FFFFFF
Text Color: Navy Blue	RGB Code: #000080
English Text Font Style	Times New Roman



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

Parveen Mehta
Deputy Comptroller & Auditor General

Office of the Comptroller and Auditor General of India
9, Deen Dayal Upadhyaya Marg, New Delhi - 110124
Tel. (O) : +91-11-23509373 Mobile : +91-9871982120
E-mail : mehtap@cag.gov.in

परवीन मेहता, आईएएस
उप नियंत्रक एवं महालेखापरीक्षक
(मानव संसाधन, अंतर्राष्ट्रीय संबंध एवं समन्वय)

Parveen Mehta, IA&AS

Deputy Comptroller & Auditor General
(Human Resources, International Relations
& Coordination)



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भारत के नियंत्रक एवं महालेखा परीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110124
OFFICE OF THE COMPTROLLER & AUDITOR
GENERAL OF INDIA
9, Deen Dayal Upadhyaya Marg,
NEW DELHI - 110124

Dated _____



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