

INDIAN COUNCIL OF HISTORICAL RESEARCH
35, Ferozeshah Road, New Delhi-110001

F. No.2-237/2019-Admn.II/Misc.

Dated: 11.01.2021

Invitation of Quotations


Sub: - Invitation of quotations for various stationery and office items for official use – reg.

Dear Sir/Madam,

Ours is an autonomous organization named **Indian Council of Historical Research (ICHR)**, under Ministry of Education, Government of India, 35, Ferozeshah Road, New Delhi-110001. We are going to purchase below mentioned printed stationery and other office items for official use. If interested, kindly quote the rate of the items to enable us to take a decision in this regard at the earliest. Quotation must be sealed and sent to Assistant Director (Administration), ICHR at the address given above and the envelope containing the quotation must be super scribed "Quotations for various stationery and office items". The last date for receiving of quotation letters is 18.01.2021. The sample of the items can be obtained from ICHR's Administration-II Section at 3rd Floor.

S. No.	Item Description	Required Quantity
1.	Visiting Cards	800 Nos.
2.	Letter Heads (Officers) A4 Size	800 Nos.
3.	Stamps	19 Nos.
4.	Printed White Envelopes (Size 9"x4")	5000 Nos.
5.	Printed White Envelopes (Size 11"x5")	5000 Nos.
6.	Printed Yellow Envelopes (Size 10"x12")	4000 Nos.
7.	Printed Yellow Envelopes (Size 12"x16")	4000 Nos.
8.	Letter Heads (Normal) A4 Size	5000 Nos.
9.	Paper Stand (Iron Stand)	02 Nos.
10.	Table Top	06 Nos.
11.	Table Appointment Stand	02 Nos.

Thanking you,


Section Officer
Administration-II