

**Embassy of India  
Moscow  
(E &C Wing)**

Notice Inviting Quotations

The Embassy of India, Moscow invites bids from interested agencies for printing and supply of “Make in India” brochures, booklet, letterhead and paper bag etc.

**2. Scope of Work:**

- i) A cover folder for the information material: 1000 Nos.
- ii) A General Information Booklet: 1000 Nos.
- iii) Information Booklet on sectors specific to Russia; 1000 Nos.
- iv) Notepad with “Make in India” logo: 500 pieces of 20 sheets each
- v) Letterhead with “Make in India” Logo: 500 pieces
- vi) Paper bag with “Make in India” logo and design with lamination: 1000 Nos.
- vii) USB flash – 2 GB with soft copy of Brochure and other information: 500 pieces (will come inserted in half of folders)

**3. Schedule of payment:** Full payment will be made in advance.

**4. Submission of bids:** The interested parties are required to submit their bids in sealed envelopes as follows:

- (i) The envelope should be marked “Financial Bid” and should contain the total cost of work, along with detailed breakup of costs.
- (ii) It may be noted that the quotation should be valid for a period of six months.
- (iii) The sealed envelopes should be submitted to the Economic and

commerce Wing of the Embassy of India, Moscow latest by 23 March 2015.

5. Representatives of all the bidding parties can be present at the time of the opening of the bids. The bids will be opened on 25 March 2015 at 1430 hrs. at the Embassy of India, Moscow, Vorontsovo Pole, 6-8. Work will be offered to the lowest bidding party.

Second Secretary (E & C)  
Embassy of India  
Moscow  
22 February 2015