

No. P-24011/1/2010-PM(Pt.)  
**Government of India**  
**Cabinet Secretariat**  
**Performance Management Division**

5<sup>th</sup> Wing, 2<sup>nd</sup> floor, Hotel Janpath  
New Delhi-110001  
Dated: 19<sup>th</sup> August, 2011

**NOTICE INVITING TENDER**

Subject: Calling for quotations for printing of Guidelines on Performance Monitoring and Evaluation System (PMES) for Performance Management Division, Cabinet Secretariat.

Performance Management Division (PMD), Cabinet Secretariat invites quotations from the firms having experience of two years of printing work with various Govt. Departments/PSUs and having an annual turn-over of Rs. 10 lakh for the last two years i.e. 2009-10 & 2010-11, as per the Tender Form, in sealed cover for printing of 2000 copies in English and 500 copies in Hindi of Guidelines on Performance Monitoring and Evaluation System (PMES) for Performance Management Division, Cabinet Secretariat. The sample for the said guidelines may be seen in the office of Performance Management Division (PMD), Room No.207, 2<sup>nd</sup> floor, 5<sup>th</sup> Wing, Hotel Janpath, New Delhi. Each copy may consist of approximately twenty two pages.

2. The cover containing the quotation should be properly sealed and it should be superscribed by the word **“Quotation for printing of Guidelines on Performance Monitoring and Evaluation System (PMES) for Performance Management Division, Cabinet Secretariat”** and should be addressed to the Director, PMD, Cabinet Secretariat, New Delhi. The sealed quotations along with an Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees two thousand only) in the form of Demand Draft in favour of DDO, Performance Management Division, Cabinet Secretariat, should be dropped in the Tender box placed in Room No. 207, 2<sup>nd</sup> floor, 5<sup>th</sup> wing, Hotel Janpath, New Delhi.

3. The sealed quotations should reach to the office of PMD, Room No.207, 2<sup>nd</sup> floor, 5<sup>th</sup> Wing, Hotel Janpath, New Delhi by 9<sup>th</sup> September, 2011 up to 02:00 PM and shall be opened on the same date at 03:00 PM.

4. The quotations received after the last date and prescribed time would not be opened and would be summarily rejected. The quotations having the incomplete information are also liable to be rejected.

5. The tenderers or their authorized representatives may be present at the time of opening of tenders.

6. The quotation should be signed on each page in ink.

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7. PMD reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the PMD, Cabinet Secretariat in this regard shall be final and binding on all.

8. Tender Documents and form are also available on the website of Performance Management Division, Cabinet Secretariat i.e. [www.performance.gov.in](http://www.performance.gov.in).

**(RAKESH SHARMA)**

Under Secretary to Government of India

Tel. No. 23741163/Fax No. 23741169

To,

As per list attached.

## TENDER FORM

1. Name of the firm:
2. Address of the firm:
3. Telephone No. and Mobile No.:
4. Details of experience:  
(Attach copy of proof)
5. Annual Turn-over:  
(Attach copy of proof)
6. TIN/Service Tax No./PAN:
7. Details of Earnest Money Deposit:  
  
Demand Draft No. & Date  
  
Amount:  
  
Drawn on:
8. Rates in rupees per page per copy for printing in 4 colours (English):  
  
Rates in rupees per page per copy for printing in 4 colours (Hindi):

(Signature of the authorized sigantory)

Name:

Designation:

Stamp of the Firm: