**ECB/AFD/Pro/2017-18/ Dated: 31 August 2017**

**M/s……………………………………………..**

**……………………………………………………**

**Subject: seeking rates for printing of News Letter, Banner, Letterhead and Pledge Card**

Sir/Madam,

We would like to seek your best offer for the printing of Electoral Books as per the attached specifications. The winning bidder/firm must complete work within 3 days from the date of the receipt of the supply order.

**DO NOT QUOTE** if you have reservation on the completion of the work within the prescribed deadline. Any firm wishing to participate for the printing of Photo News Letter and Pledge Card must collect sample from the commission during office hours. For further info kindly contact @ 17687566 or email tshewangjamtsho@ecb.bt

Yours faithfully,

(Thinley Jamtsho)

**Chief Administrative Officer**

**Copy:**

1. Office file
2. Guard File

**Banner, Photo News Letter, Letterhead and Pledge Card Specification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Particulars** | **Approx. Quantity**  | **Required Printing Size** | **Rate (Nu.)** | **Remarks** |
| 1. | Banner | 2 Nos. | 144’x48” |  |  |
| 2. | Banner | 1 No. | 197”x60” |  |  |
| 3. | Photo News Letter | 2000 copies | A3 full colour Printing both sides. 130GSM gloss & folding |  |  |
| 4. | Pledge Card | 50 Cards | Check Sample From ECB |  |  |
| 5. | Letter Head  | 2500 Pcs | Digital Print. 75GSM (JK Photo Copy Paper) |  |  |

**Terms & Conditions:**

1. The Quotation must be submitted in sealed envelope along with a copy of valid business license;
2. The quotation should reach the administration and finance Division, Election Commission of Bhutan, Thimphu on or before **6 September 2017** at **10AM**
3. Any interested bidder/firm must offer rate only after understanding specification clearly.
4. The Commission shall not take any responsibility if the item(s) get rejected due to non-conformance with the desired objective;
5. Any interested firm/bidder may collect sample from the Election Commission of Bhutan during office hours if the above mentioned specification is not clear;
6. The winning firm/bidder must complete the work within 3 days from the date of the issue of supply order;
7. Late bid will be rejected.