

**F. No. 1/1/2008-Stats.  
Government of India  
Ministry of Corporate Affairs**

**5<sup>th</sup> floor, A- Wing, Shastri Bhawan,  
Dr. R. P. Road, New Delhi -110001  
Date:25<sup>th</sup> September, 2008**

To

Printers/Publishers

**Subject: Quotations for Printing the Ministry's News Letter Twice in a year-reg.**

Sir,

I am directed to say that this Ministry has decided to publish its News Letter, twice in a year, as detailed below.

1. Quantity (No. copies required to be printed per issue): 500/per issue
2. Approximate No. Pages per copy: 4 (Four)
3. Colour Scheme (No. of Colours to be used in printing): Multi colours with Photographs
4. Size of copy: 8"X11"

In case you are interested to undertake this job you may quote your Printing rates including the cost of editing, designing and delivery along with Sample of the paper to be used for News Letter and sample of already work done in the sealed cover to the undersigned.

The quotations/rates of the above may reach to the undersigned in a sealed cover by 3.00P.M. of 15<sup>th</sup> October, 2008 subscribed "Quotations of MCA News Letter". These quotations will be opened on the same day at 3.30 P.M. and if you or your representative desires to be present at the time of opening of quotations, you/he may be present.

**Yours faithfully,**

**(Ram Bachan)  
Section Officer**