

Controller General of Defence Accounts
Ulan Batar road, Delhi Cantt.
New Delhi-10

No. AN/III/3012/SoM/ CT Book

Dated: 27 Jan 2020

INVITATION FOR EXPRESSION OF INTEREST

Controller General of Defence Accounts, New Delhi invites sealed Expression of Interest (EOI) for hiring professional Agencies / Individuals/ Companies for Preparation of a Coffee Table Book for Defence Accounts Department.

Background:

Defence Accounts Department has a history of more than 250 years. So it is important to document the history of the Department, developments in the Department and functioning of the Department. The work includes creating a story line and various digital and print formats of artifacts having historical value.

Requisite Skill Sets:

The firm should have experience in creating and managing digital content and media. A presentation of their idea to be done at CGDA office.

The eligible organizations/ Individuals may submit their interest in sealed envelope/e-mail to the below mentioned officer, so as to reach latest by 14 /02/2020 (1400 hrs.).

Shri Satish TJ,
Sr. ACGDA
Office of CGDA
Ulan Batar Road
Palam, Delhi Cantt - 110010

Queries if any may be referred in writing to above mentioned address or Telephone No. 011-25665528 or e-mail: aniii.cgda@nic.in


(Satish TJ)
Sr. ACGDA

FORMAT FOR SUBMISSION:

Format-1 Applicant's Expression of Interest

To

Shri Satish TJ,
Sr. ACGDA
Office of CGDA
Ulan Batar Road
Palam, Delhi Cantt - 110010

Sub: Submission of Expression of Interest for Preparation of Coffee Table Book of Defence Accounts Department.

In response to the invitation for Expressions of Interest (EOI) for above work, we would like to express interest to carry out the above proposed task. We attach the following documents:

1. Organizational Details
2. Experience in related fields (details)
3. Additional information

Sincerely Yours,
Signature of the applicant
(Full name of applicant)
Stamp-----
Date:

Note: This is to be furnished on the letter head of the organization.

Format – 2

Sl. No.	Organizational Contact Details	
1.	Name of Organization	
2.	Address of registered office with telephone No. & Fax	
3.	Contact Person with telephone No. & e-mail ID	
4.	Whether the firm has been blacklisted by any Central Govt/State Govt/PSU/Autonomous Bodies? If yes, details thereof	

Signature of the applicant

(Full name of applicant)

Stamp-----

Date:

Format – 3

Experience in Related Fields				
Sl No.	Items	Number of Assignment during last 3 years	Order Value of each assignment	Name of the organization/client
1.	Experience of assignment of similar nature			
2.	Experience in carrying out similar assignment in Government			
3.	Experience in carrying out similar assignment in Public Sector			

Signature of the applicant

(Full name of applicant)

Stamp-----

Date:

Format-4

Additional Information

Signature of the applicant

(Full name of applicant)