

M/s. \_\_\_\_\_

**Sub: Offer for Printing items for Techmart India 2014**

Dear Sir,

Sealed offers are invited from experienced / reputed agencies for the work of printing and supply of Brochure with envelop, Daily Feed back Form , Feedback Form (4 pages-post event), Certificates, Trade Directory, Badges (organizer), Badges (participants), Note Books, Event Invitation Card with envelope etc. required in connection with the exhibition "Techmart India 2014" to be organized by NSIC. You are requested to quote your most competitive rates for executing the said work in the schedule enclosed herewith as Annexure-I.

The following terms and connections shall be applicable in this regard:

1. The printer should have the printing press in Delhi/NCR and should have an experience of at least 3 years in printing of Government Reports/Books/Brochure/Mailer etc. The copies of purchase orders should be attached.
2. The printer should have an experience of printing of at least one directory of similar kind of any Government /Public Sector. Copy of the order should be attached.
3. The quoted rates shall be for the complete work and shall be inclusive of the cost of all materials including paper, ink, lamination, labour, tool and plants, cartage and taxes, as applicable etc.
4. Each page of Annexure – I (Schedule) is to be signed by the Bidder.
5. The materials are to be delivered at NSIC, NSIC Bhawan, Okhla Industrial Estate, New Delhi at no extra cost.
6. In case any deviation is found in paper quality, paper size and poor quality printing will result into 50% deduction of the value of the particular order or NSIC reserves the right to impose suitable penalty / liquidated damages including rejection of the materials supplied, blacklisting of the agency or any other action as deemed fit by NSIC.
7. The time permitted for completion of the work shall be 10 days from the date of supply / work order.
8. Liquidated Damages @ 2% of the value of work order shall be levied on the agency for each day of delay in completion of the work subject to a maximum of 10% of the value of work order.
9. No ad-hoc/ interim payment shall be released. Payment shall be released only after satisfactory completion of work.
10. The payment shall be released subject to statutory deductions, as applicable.
11. Any Corrigendum / modification to this tender documents shall be uploaded on our official website only. Bidders are therefore requested to regularly visit the related section of the website [www.nsic.co.in](http://www.nsic.co.in) on regular basis till the date of submission of the tender documents.
12. NSIC reserves the right to split the work among one or more bidders.
13. NSIC reserves the right to reject/cancel one or all offers without assigning any reason.
14. Your offer in a sealed envelope should be addressed to the **Dy. General Manager (EMC), NSIC Ltd, NSIC Exhibition Complex, Okhla Industrial Estate, New Delhi – 110020** and should be delivered at the **Central Receipt Section (CR Section)** of NSIC Ltd., NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020 latest by **3 P.M. on 25.08.2014**. The offers shall be opened on the same day i.e. **25.08.2014 at 3.45 P.M.**

The name of the work should be clearly mentioned at the top of the envelop containing the offer submitted by you i.e. "**Offer for Printing items for Techmart India 2014**".

Thanking you,

Yours truly,

(H.Saini)  
Dy. General Manager (EMC)

Encl: Annexure-I

## ANNEXURE-1

SCHEDULE

Sl. No.	Description	Qty. (Nos.)	Initial Amount incl. of all taxes (Rs.)	Repeat Qty. (Nos.)	Repeat Amt. incl. of all taxes (Rs.)
1	<p><b><u>Trade Directory – 300 pages</u></b></p> <p>1. No. of pages : Cover (front &amp; back) – 4 pages (4 color) Inner (2 color pages) - 186 pages Inner (4 color pages) - 100 pages</p> <p>2. Size: 5.5” x 8.5” (FS)</p> <p>3. Paper specification: Cover: 300 GSM imported (Magno Star) mat Text page: 130 GSM imported (Magno Star) mat.</p> <p>4. <b><u>Scope of work:</u></b> (a) Type setting, Compilation, page making, pre press processing offset printing, mat lamination on front &amp; back cover page &amp; perfect with swing binding of Directory.  (b)Includes making of Master CD of the Trade Directory in a proper plastic cover with printed instructions to operate the CD. The cover design of the CD in four colour will have to be made by the printer. The CD of the directory should be made such that it is menu driven and facilitates the user in extracting and using information about this exhibition and the participants easily.</p> <p>5. <b><u>Additional requirements, if any</u></b>  For additional/Reduce pages please quote: (a) Per extra page – 2 color (b) Per extra page – 4 color</p> <p>6. <b>CDs of Trade Directory with cover in 4 color printing on 300 GSM imported art card (Magno star)</b></p> <p><b>NSIC will provide the cover and advertisement design of the Trade Directory only.</b></p>	700		100	
		100	Rs.		Rs.
			Rs.		Rs.
			Rs.	50	

Sl. No.	Description	Qty. (Nos.)	Amount (Rs.) Incl. of all taxes
2	<p><b><u>Brochure (Single fold)</u></b></p> <p>1. Size : 11.69”(H) x 8.26” (W) ( Single fold size) 11.69” x 16.52” (open size)</p> <p>2. Printing : Offset</p> <p>3. Paper Quality: 300 GSM Art Card (Magno Star) Paper</p> <p>4. Colour : 4+4</p> <p>5. Lamination : Thermal Lamination Both side</p> <p><b><u>Envelope</u></b></p> <p>1. Paper Quality : 120 GSM Maplitho</p> <p>2. Colour : 4+4</p> <p>3. Size: 11.94” x 8.51” (finished)</p> <p>Note: All brochures should be inserted in the envelopes before delivery. <b>Design shall be provided by NSIC.</b></p>	1500	
3	<p><b><u>Note Book</u></b></p> <p>Size: 5.5” x 8.5”</p> <p>Scope of work: Type setting, pre press processing and offset printing.</p> <p>No. of leaf: 50 No.</p> <p>Paper specification: Cover on 220 GSM imported art card (Magno star) and inner paper 95 GSM maplitho paper (Sun Shine – Bilt) with spiral binding 8.5” side</p> <p>Colour: 4+0 front cover 2+2 for inner paper</p>	1000	

Sl. No.	Description	Qty. (Nos.)	Amount (Rs.) Incl. of all taxes
4	<p><b><u>Event Invitation Card with Envelope</u></b></p> <p>Size: 4.75" x 6.75" for Card and 5" x 7" for Envelope.</p> <p>Scope: Type setting, compilation, pre press processing and screen printing</p> <p>Paper specification: 300 GSM imported art Card (Magno star) and 120 maplitho paper for Envelope.</p> <p>Colour: Card - 4+4 (Sun Shine Bilt) Envelope - 4+0</p> <p>Note: All invitation cards should be inserted in the envelopes before delivery</p>	500	
5	<p><b><u>Event Invitation Card with Envelope</u></b></p> <p>Size: 4.75" x 6.75" for Card and 5" x 7" for Envelope.</p> <p>Scope: Type setting, compilation, pre press processing and screen printing</p> <p>Paper specification: 300 GSM imported art Card (Magno star) and 120 maplitho paper for Envelope.</p> <p>Colour: Card - 4+4 (Sun Shine Bilt) Envelope - 4+0</p> <p>Note: All invitation cards should be inserted in the envelopes before delivery</p>	500	

Sl. No.	Description	Qty. (Nos.)	Amount (Rs.) Incl. of all taxes
6	<b><u>OTHER ITEMS</u></b>		
	<b>(A) Feedback form (Daily)</b> 1. Size : 8.5" x 11" 2. Printing : 2+0 colour 3. Paper quality : 95 GSM Maplitho paper and printing 4. Job Specification : Offset Printing	4000	
	<b>(B) Post event Feedback form - one fold (4 pages)</b> 1. Size : 8.5" x 11" (FS) 17" x 11" (OS) 2. Printing : 2+2 colour (back to back) 3. Paper quality : 95 GSM Maplitho (Sun Shine Bilt) paper and printing 4. Job Specification : Offset Printing (design not required )	500	
	<b>(C) <u>Participation Certificate</u></b> 1. Size : 14"x 9.5" 2. Scope of work : Type setting, Compilation, pre press processing and offset printing. 3. Paper specification : 300 GSM imported art card gloss (Magno star). 4. Colour : 4+0	300	
	<b>(D) <u>Badges</u></b> (a) Participants Badges  (b) Organizer Badges  Size: 5"x 3.25"  Scope of work: Type setting, Compilation, pre press processing and Screen printing.  Paper specification: 300 GSM card with plastic cover (size 5.5" x 3.5") to hold the badge with clip to hang around the neck with colored nylon string.  Colour: 2+0	600  200	
	<b>TOTAL AMOUNT (A+B+C+D):</b>		

(The quoted rates shall be inclusive of all taxes including service tax)

(Name & Signature of Bidder with seal)