

To

**Sub: Offer for Supply of Trophy / Momento of Techmart
India 2009 Exhibition**

Dear Sir,

Sealed offers are invited from experienced/ reputed agencies for the work of supplying Trophies / Momentos for distribution amongst the participants of "Techmart India 2009" to be organized by NSIC under various categories. 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 conditions shall be applicable in this regard:

1. The quoted rates shall be for the complete work and shall be inclusive of the cost of all materials, printing, cartage and taxes, as applicable etc.
2. The materials are to be delivered at NSIC, NSIC Bhawan, Okhla Industrial Estate, New Delhi at no extra cost.
3. The time permitted for completion of the work shall be within 7 days from the date of supply / work order.
4. In case quality of the work executed by the contractor is found to be poor, 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. 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.
5. No ad-hoc/ interim payment shall be released. Payment shall be released only after satisfactory completion of work.
6. The payment shall be released subject to statutory deductions, as applicable.
7. NSIC reserves the right to reject/cancel one or all offers without assigning any reason.

Contd..2/-

8. A Sample of the trophies can be seen in the NSIC EMC Division before submission of offer.
9. Your offer in a sealed envelope should be addressed to the Chief General Manager (Works). NSIC Ltd, NSIC Bhawan, 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 14.10.2009. The offers shall be opened on the same day at 3.30 P.M.

The name of the work should be clearly mentioned at the top of the sealed envelop containing the offer submitted by you i.e. **“Offer for Supply of Trophies / Memento for Techmart India 2009.”**

Thanking you,

Yours faithfully

(A. Gupta)
Manager (Works)

Encl.: As above.

Annexure-I**Schedule**

S.No.	Item	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
1	First Prize Trophy (Acrylic material with Acrylic base) in size 4" x 6"	15	each		
2	Second Prize Trophy (Acrylic material with Acrylic base) in size 4" x 5.5"	35	each		
3	Third Prize Trophy / Participation Memento (Acrylic material with Acrylic base) in size 4" x 5"	140	each		
				Total	

Total (Amount in Words) – Rupees
_____ **Only**

(Signature of bidder with seal)