

**Sub.: Offer for Printing & Supply of Brochures & Envelops for  
Techmart India-2009**

Sir,

Sealed offers are invited from experienced / reputed agencies for the work of printing and supplying of brochures & envelops required in connection with the exhibition "Techmart India-2009" 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 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. However, the design of the brochure shall be provided by NSIC.
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. Your offer in a sealed envelope should be addressed to the Chief General Manager (Works), NSIC Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110 020 and should be delivered at the Central Receipt Section (**CR Section**) of NSIC Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110 020 latest by **3 PM on 15.09.2009**. The offers shall be opened on the same day at 3.30 PM.

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 & Supply of Brochures & Envelops for Techmart India-2009”**.

Thanking you,

Yours faithfully,

(A.Gupta)  
Manager (Works)

Encl.: As above.

Schedule

S.No.	Item Description	Quantity	Initial Amount (Rs.)	Amount for Repeat Order per thousand (Rs.)
1.	<p><b><u>Brochure (1 fold)</u></b></p> <p>1. <b>Size</b> : 7.75"x11" (folded size) 15.5"x11" (open size)</p> <p>2. <b>Printing</b> :Offset</p> <p>3. <b>Paper Quality</b>: 250 GSM Art Card Paper</p> <p>4. <b>Colour</b> :4+4</p> <p>5. <b>Lamination</b> : Both side</p> <p><b><u>Envelope</u></b></p> <p>1. <b>Paper Quality</b> : 120 GSM Maplitho</p> <p>2. <b>Colour</b> : 4+4</p> <p><b>Design shall be provided by NSIC</b></p>	<b>2000 Nos.</b>		