

Dt-10.03.10

To

Subject- Offer for Printing/Designing of leaflets on NSIC-Bank Credit Facilitation Scheme.

Dear Sir,

Sealed offers are invited from experienced/reputed printing agencies for designing and printing of brochures/leaflets of NSIC-Bank Credit facilitation Scheme. The details are given as under.

**A.**

<b>Work Description</b>	<b>Qty/Unit</b>	<b>Rates(Inclusive of Taxes)</b>
1.Size-A4 80 GSM Art Paper Printing both sides(In offset)	10000	
2 Artwork and designing(4 colors job)sample encl		
	<b>Total</b>	

**B.** Quote separately for repeat order for 10,000 brochures-

**Terms and Conditions**

1. Only text/matter will be provided by NSIC. The selected agency have to provide the design and get it approved from NSIC.
2. The Rates mentioned above are inclusive of all costs of all material including paper, ink ,lamination, labour ,tool, plants, cartage and taxes as applicable etc.
3. The materials are to be delivered at NSIC, NSIC Bhawan , Okhla Industrial Estate New Delhi with no extra cost.

4. The time permitted for completion of work shall be within 7 days from the date of supply /work order.
5. No ad-hoc or interim payment shall be released. Payments shall only be released after successful completion of work in all respects.
6. The payment shall be released subject to statutory deductions ,as applicable.
7. NSIC reserves the right to cancel the work in part /full without assigning any reason
8. NSIC reserves the right to reject any or all offers without assigning ay reasons.
9. The rates quoted should be valid for one year.

**Penalty Clause**

Incase the quality of work executed by you is found to be poor, NSIC reserves right to impose suitable penalty/liquidated damages including rejection of material supplied, blacklisting of the agency or any other action 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 work subject to a maximum of 10% of the value of work order.

Kindly submit your offers in a sealed envelope mentioning “Offer for printing NSIC-Bank Credit Scheme brochures” to the undersigned latest by 26.03.2010.

HIMANI SHALI  
DM(BD)