

No.SIC/HO/EMC/TECHMART/1(150)/2011

Dated : 20.06..2011

To
M/s._____

Sub: Offer for Printing items forTechmart India 2011

Sir,

Sealed offers are invited from experienced / reputed agencies for the work of printing and supply of Brochure with envelop, Feed back Form (daily), Feedback Form (4 pages), Certificate, Trade Directory, Badges (organizer), Badges (participants), Note Books, Event Invitation Card with envelope etc. required in connection with the exhibition "Techmart India 2011" 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.
2. Each page of Annexure – I (Schedule) is to be signed by the Bidder.
3. The materials are to be delivered at NSIC, NSIC Bhawan, Okhla Industrial Estate, New Delhi at no extra cost.
4. The time permitted for completion of the work shall be 7 days from the date of supply / work order.
5. 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 subject to a maximum of 10% of the value of work order.
6. No ad-hoc/ interim payment shall be released. Payment shall be released only after satisfactory completion of work.
7. The payment shall be released subject to statutory deductions, as applicable.
8. NSIC reserves the right to reject/cancel one or all offers without assigning any reason.
9. NSIC reserves the right to split the work among one or more bidders.
10. Your offer in a sealed envelope should be addressed to the **Chief General Manager (EMC), 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 06.07.2011**. The offers shall be opened on the same day i.e. 06.07.2011 at 3.30 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 2011**.

Thanking you,

Yours truly,

(H.Saini)
Chief. Manager (EMC)

Encl: Annexure-I

ANNEXURE - I

SCHEDULE

S.No.	Detail	Quantity (Nos.)	Initial Rate (Rs.)	Repeat Quantity (Nos.)	Repeat Rate (Rs.)
1	<p><u>Brochure (1 fold)</u></p> <p>1. Size : 12”(H)x8.5” (W) (folded size) 12”x17” (open size)</p> <p>2. Printing : Offset</p> <p>3. Paper Quality: 250 GSM Art Card Paper</p> <p>4. Colour : 4+4</p> <p>5. Lamination : Both side</p> <p><u>Envelope</u></p> <p>1. Paper Quality : 120 GSM Maplitho</p> <p>2. Colour : 4+4</p> <p>3. Size: 12.5” x 9”</p> <p>Note: All invitation cards should be inserted in the envelopes before delivery.</p> <p>Design shall be provided by NSIC.</p>	2000		1000	
2	<p>(a) Feedback form (Daily)</p> <p>1. Size : 7.5” x 11”</p> <p>2. Printing : 2+0 colour</p> <p>3. Paper quality : 100 GSM Sinar art paper and printing</p> <p>4. Job Specification: Offset Printing</p>	3000		1000	
	<p>(b) Post event Feedback form - one fold (4 pages)</p> <p>1. Size : 7.5” x 11” (FS) 15” x 11” (OS)</p> <p>2. Printing : 2+2 colour (back to back)</p> <p>3. Paper quality : 100 GSM sinar art paper and printing</p> <p>4. Job Specification Offset Printing (design not required)</p>	1000		500	

3.	<u>Participation Certificate</u>	300		100	
	1. Size : 14"x 11"				
	2. Scope of work : Type setting, Compilation, pre press processing and offset printing.				
	3. Paper specification : 300 GSM imported art card mat.				
	4. Colour : 4+0				

Contd.....2

: 2 :

S.No.	Detail	Quantity (Nos.)	Initial Rate (Rs.)	Repeat Quantity (Nos.)	Repeat Rate (Rs.)
-------	--------	-----------------	--------------------	------------------------	-------------------

	<p><u>Trade Directory – 200 pages</u></p> <p>1. No. of pages : Cover (front & back) – 4 pages (4 color) Inner (2 color pages) - 186 pages Inner (4 color pages) - 10 pages</p> <p>2. Size: 5.5” x 8.5” (FS)</p> <p>3. Paper specification: Cover: 250 GSM imported (Magna/Ugo) mat Text page: 130 GSM imported (Magna/UGO mat).</p> <p>4. <u>Scope of work:</u> (a) Type setting, Compilation, pre press processing offset printing, mat lamination on front & back cover page & perfect 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. <u>Additional requirements, if any</u></p> <p>In case more than 200 pages required, please quote the cost of:</p> <p>(a) Per extra page – 2 color (b) Per extra page – 4 color for printing advertisement</p> <p>6. CDs of Trade Directory</p> <p>NSIC will provide the cover and advertisement design of the Trade Directory only.</p>	500		100	
		100	Rs.	50	Rs.

S. No.	Detail	Quantity (Nos.)	Initial Rate (Rs.)	Repeat Quantity (Nos.)	Repeat Rate (Rs.)
5.	<p><u>Badges</u></p> <p>(a) Participants Badges</p> <p>(b) Organizer Badges</p> <p>Size: 5"x 3.25"</p> <p>Scope of work: Type setting, Compilation, pre press processing and Screen printing.</p> <p>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.</p> <p>Colour: 2+0</p>	<p>600</p> <p>200</p>			
6.	<p><u>Note Book</u></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 meplitho art card and inner paper 90 GSM with spiral binding 8.5" side</p> <p>Colour: 4+0 front cover 2+2 for inner paper</p>	1000		200	

S. No.	Detail	Quantity (Nos.)	Initial Rate (Rs.)	Repeat Quantity (Nos.)	Repeat Rate (Rs.)
7	<p><u>Event Invitation Card with Envelope</u></p> <p>Size: 4" x 9" for Card and 4.25" x 9.25" for Envelope.</p> <p>Scope: Type setting, compilation, pre press processing and screen printing</p> <p>Paper specification: 300 GSM imported art Card and 110 GSM Sinar art paper for Envelope.</p> <p>Colour: Card - 2+2 Envelope - 2+2</p> <p>Note: All invitation cards should be inserted in the envelopes before delivery</p>	500		100	
8	<p><u>Invitation Card with Envelope</u></p> <p>Size: 5"x 7" for Card and 5.25"x7.25" for envelop</p> <p>Scope of work: Type setting, pre press processing and screen printing.</p> <p>Paper specification: 300 GSM imported art card, 110 sinar art paper for envelop</p> <p>Colour: Card – 2+2 Envelope – 2+2</p> <p>Note: All the invitation card should be inserted inside the envelope before delivery.</p>	500		100	

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

(*Signature of Bidder with Seal*)