

No.SIC/HO/EMC/TM-14/QUOTATION/1(209)/2014

Dated: 25.09.2014

M/s. _____

Sub: Offer for Supply of Trophy / Momento of Techmart India 2014

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 2014" 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. In case of poor quality of work 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.
4. The time permitted for completion of the work shall be 15 days from the date of supply / work order.
5. 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.
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. 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 on regular basis till the date of submission of the tender documents.
9. NSIC reserves the right to reject/cancel one or all offers without assigning any reason.
10. A Sample of the trophies can be seen in the NSIC, EMC Division before submission of offer.
11. 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 10.10.2014**. The offers shall be opened on the same day **i.e. 10.10.2014 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 2014**".

Thanking you,

Yours faithfully

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

Encl.: Annexure 1.

Schedule

S.No.	Item	Quantity (No.)	Rate per trophy (Rs.) inclusive of all taxes	Total amount (Rs.) inclusive all Taxes
1	First Prize Trophy (MDF material mat polish) Plastic Frame with Design and writing work on 3 Rowmark Sheet) in size 11" x 11.5"	15		
2	Second Prize Trophy (MDF material (mat polish) Plastic Frame with Design and writing work on 3 Rowmark Sheet) in size 9" x 8.5"	35		
3	Third Prize Trophy / Participation Memento (MDF material mat polish) Plastic Frame with Design and writing work on 3 Rowmark Sheet) in size 7" x 6"	200		
			Total	

Total amount in Words (Rupees _____ Only)

(Name & Signature of bidder with seal)