

**Sub: Offer for Printing of Stationery items of Techmart India 2009 exhibition.**

Sir,

Sealed offers are invited from experienced / reputed agencies for the work of printing and supply of Feed back Form (daily), Feedback Form (4 pages), Certificate, Trade Directory, Badges (organizer), Badges (participants), leaflets, Event invitation card, note book etc. 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.
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 (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 09.10.2009. 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 envelop containing the offer submitted by you i.e. **"Offer for Printing & Supply of Stationery items for Techmart India 2009."**

Thanking you,

Yours faithfully

(H.Saini)  
Ch. Manager (EMC)

Encl: as above

## ANNEXURE - I

SCHEDULE

S.No.	Detail	Quantity	Initial rate (Rs.)	Repeat Rate/ 1000 (Rs.)
1	<b>Feedback form (Daily)</b> 1. Size : 7.5" x 11" 2. Printing 2+0 colour 3. Paper quality : 100 GSM sinar art paper and printing 4. Job Specification : Offset Printing	3000 no		
		2000 no.		
		1000 no.		
	<b>Post event Feedback form - one fold (4 pages)</b> 1. Size : 7.5" x 11" (FS) 15" x 11" (OS) 2. Printing : 2+2 colour (back to back) 3. Paper quality : 100 GSM sinar art paper and printing 4. Job Specification Offset Printing (design not required )	1000 no.		
		500 no.		Per 100
		300 no.		Per 100
2.	<b>Participation Certificate</b> 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	300		Repeat Rate / 100 Nos.
3.	<b>Trade Directory</b> 1. Size: 5.5" x 8.5" (FS) 2. Scope of work: Type setting, compilation, pre press processing offset printing & mat lamination on cover page 3. No. of text page : 150, 100, 50 4. Paper specification: Cover: 250 GSM imported (Magna/UGo) mat 5. Text page: 130 GSM imported (Magna/UGO mat) perfect binding 6. Colour : 4+4 cover page & 2+2 text pages <b>(NSIC will provide the cover design of the Trade Directory only).</b> 7. Quote cost of: - Additional 4 page (2 colour) separately if reqd.  - Additional 4 page (4 colour) separately if reqd.	300 (150 pages)		Per 100
		200 (100 pages)		Per 100
		100 (50 pages)		Per 100

	<p><b>8 CD</b></p> <p>The unit printing the directory has also to provide 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>			
3 b.	Quote for making extra copies of master CD of trade directory as per specification of Sr. no. 8 above	100		
4.	<p><b>Badges</b></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>a) Participant Badges</p> <p>b) Organizer Badges</p>	a) 600 no. b) 200 no.		
5.	<p><b>Leaflet for distribution through newspaper</b></p> <p>Size: 10” x 8”</p> <p>Scope of work: Type setting and printing</p> <p>Paper specification: one</p> <p>Colour: one</p>	100000 no.		Per 50000
		50000 no.		Per 25000
		25000 no.		Per 10000
6.	<p><b>Event Invitation card with envelope</b></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: 110 GSM</p> <p><b>Colour:</b></p> <p>i) Card 2+2</p> <p>ii) Envelope 2+0</p> <p><b>Note: All invitation cards should be inserted in the envelopes before delivery</b></p>	3000 no.		Per 1000
		2000 no.		Per 1000
		1000 no.		Per 1000

S.No.	Detail	Quantity	Initial rate	Repeat Rate/ 100
7.	<b>Invitation card with envelope</b> Size: 5" x 7" Scope of work: Type setting, pre press processing and screen printing. Paper specification: 300 GSM imported art card, 110 sinar art paper for envelop Colour: upto 4 colour Note: All the invitation card should be inserted inside the envelope before delivery.	500 no.		
		400 no.		
		300 no.		
8.	<b>Note Book</b> Size: 5.5" x 8.5" Scope of work: Type setting, pre press processing and printing. No. of leaf: 50 Paper specification: Cover on 220 GSM meplitho art card and inner paper 90 GSM with spiral binding 8.5" side Colour: 4+0 front cover 2+2 for inner paper	1000 no.		
		500 no.		
		250 no.		

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

(Signature of Bidder with Seal)