

Invitation for Quotation

No: IG/RC-TVM/Printing/14-15

Date: 21.08.2014

M/s

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Sub: Quotation for printing and supply of forms, envelopes etc.

Dear Sirs,

On behalf of Indira Gandhi National Open University, the Regional Director, IGNOU Regional Centre, Thiruvananthapuram invites sealed quotation from reputed firms for Empanelment for printing and supply of forms, envelopes etc. as per details given in **Annexure II**.

The quotation has to be submitted in the enclosed proforma, **Annexure I, Company Profile and Annexure II, the rates offered** for each item. The completed quotation duly signed on each page should be submitted to the undersigned in sealed envelope, **super scribing “Quotation for Printing”**, attaching samples of paper, card and envelope, so as to reach **latest by 2.00 PM on 10.09.2014**. The quotation will be opened on the same day at **02.30 PM** in the presence of the applicant or their representatives

Please ensure that samples of each type of paper, card and envelopes, properly marked, are enclosed with the quotation, failing which the quotation will not be considered.

The rates quoted should be inclusive of all costs and charges like type setting /preparation of CRC tax, transportation other incidentals for delivering the materials at IGNOU premises. IGNOU will not be responsible for payment of any charges beyond the rate quoted in the quotation. No request for enhancement in price or extension of time schedule of delivery shall be entertained after IGNOU has accepted the offer.

The rates and other information like discounts, and (or) any terms having a bearing on the rate shall be written both in Words and Figures. If there is discrepancy between the rate quoted in words and figures, the rate quoted in words shall prevail. Alterations, if any, made in the quotation shall be attested properly by putting their signatures and seal, failing which the quotation is liable to be rejected.

Offers will be evaluated individually for each item mentioned in Annexure II. Supply order can be placed for all items mentioned in Annexure II or parts thereof.

IGNOU may accept or reject any quotation without disclosing any reason there of and may or may not accept the lowest / any quotation.

100% payment shall be made on satisfactory completion of supply of the materials and submission of required documents. No part of the contract price shall become due or payable until the items have been delivered to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any etc. Income tax as per rules will be deducted from the firm.

(Dr.V.Girija Devi)
Regional Director

Copy to: 1. IGNOU Regional Centre website
2. Notice Board of RC

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
*(Quotation for printing and supply of forms, envelopes, etc.
to IGNOU Regional Centre, Trivandrum)*

1	Name of the printing firm	
2	Address	
3	Whether Regd. /Pvt. Ltd. /Other, specify	
4	Name of Proprietor / Partner / Managing Director	
5	Name and designation of the authorized signatory	
6	Telephone No.	
7	Email Id & Fax No	
8	Annual turnover of the firm	
9	PAN No.	
10	No. of staff employed	
11	Service Tax registration no.	
12	Whether DTP facility available	
13	Details of printing machines installed <i>(make, year of purchase etc.)</i> (single color/ two colour/ four colour/multicolour) (Attach separate sheet, if required)	
14	Details of current / previous contracts for printing of forms etc. to Govt / Public Sector Undertaking	
	(a)	Name of the Organization
	(b)	Name of the Contact person
	(c)	Telephone No.
15	Delivery Period	
16	Any other information	

I confirm that I have read the tender document and understood that in case of any of the statements furnished by the undersigned is found false or any of the terms and conditions of the tender are not complied with, the tender is liable for cancellation and the earnest money deposited shall be forfeited by IGNOU. I agree that the decision of IGNOU in this regard would be final and binding on the tenderer.

Date:

Signature
Name and Seal

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
 (Quotation for printing and supply of forms, envelopes etc. to IGNOU Regional Centre,
 Thiruvananthapuram)

(Rates quoted should be inclusive of all costs and charges for type setting/preparation of CRC, cost of paper, printing, taxes, delivery, packing etc.)

(Samples, properly marked, for each type of paper, card, envelopes etc, are to be enclosed.
 Quotations without samples will not be considered)

Printed Forms set in Pads of sets/pages

Sl No	Description of Work	Unit	No.of Units required	Rate per unit	Tax
1	A4 size Single color one side impression 13.7 kg Cream Ove KPBL	Pad of 100 sets	50 pads		
(Rs.....)					
2	A4 size Single color one side impression (Set of four pages in duplicate) Original – 13.7kg Cream Ove SPB Duplicate – 13.7kg SPB Green Color	Pad of 25 sets	50 pads		
(Rs.....)					
3	A4 size Single color one side impression , seriel numbered, in duplicate , Original 13.7 kg Cream Ove KPBL Duplicate- Amaravati color Ove Yellow	Pad of 100 sets	100 pads		
(Rs.....)					
4	A4 size Single color one side impression, in duplicate Original – 13.7kg Cream Ove KPBL Duplicate – Amaravati Color Ove Yellow	Pad of 50 sets	30 pads		
(Rs.....)					
5	A4 size Single color one side impression, in triplicate, Serial numbered Original – 13.7 kg Cream Ove KPBL Duplicate – Amaravati Color Ove Yellow TriPLICATE – Amaravati Color Ove Pink	Pad of 50 sets	50 pads		
(Rs.....)					
6	A4 size Single color two side impression 13.7 kg Cream Ove KPBL	Pad of 100	10 pads		
(Rs.....)					
7	A4 size Single color two side impression in duplicate, Original- 13.7 kg Cream Ove KPBL Duplicate – Amaravati Color Ove Pink	Pad of 50 sets	30 pads		
(Rs.....)					

Signature and seal

SCHEDULE OF PRINTING WORK

SI No	Description of Work	Unit	No.of Units required	Rate per unit	Tax
8	Printing & Supply of Envelopes one side impression				
a)	13" x 9.5" (24 kg Maplitho White paper)	Set of 250 budles	20 sets		
(Rs.....)					
b)	10.5" x 4.5"(21.3 kg Maplitho White paper)	Set of 250 bundles	20 sets		
(Rs.....)					
c)	11" x 5"(21.3 kg Maplitho White paper)	Set of 250 bundles	20 sets		
(Rs.....)					
9	Printing & Supply of Window Envelopes on Single Color Printing, one side impression Window size 4.25" x 2.5"				
a)	10.75" x 4.5"(24 kg Maplitho White paper)	Set of 250 bundles	20 sets		
(Rs.....)					
b)	10.5" x 4.5" (24 kg Maplitho White paper)	Set of 250 bundles	100 sets		
(Rs.....)					

Samples

Seriel No. of Samples

1. 13.7kg Cream Ove KPBL.....
2. 13.7kg Cream Ove SPB
3. 13.7 kg SPB Green Color
4. 13.7 kg Cream Ove TNPL.....
5. 13.7 kg Cream Ove Trident

Signature and seal