

130-ITPO(216)/Entry Ticket(G)/Prodn./2014-15

Jan. 22, 2015

Sub: Inviting rates for printing and supply of General Entry Tickets and for big/small fairs/events in Pragati or else-where for a period of one year

Dear Sir,

The subject tender is being invited from Security Printers , empanelled with Indian Banks' Association (IBA), having their press, situated within the radius of 45 Km. from ITPO Office, Pragati Maidan, New Delhi.

The detail of quotation form along with terms and conditions can be downloaded from corporate website , i.e. www.Indiatradefair.com.

Quotations on our prescribed proforma, with each page duly signed and stamped, under the covering letter on your letterhead, can be submitted to Sr. Manager (Printing Unit) along with EMD of Rs. 5000 (five thousands only) in separate envelope, on or before the last date for submission of quotation, ie. on 29th Jan. 2015 by 3.00 pm in sealed cover, specifying the name of the job on the envelope.

Thanking you,

Yours faithfully,

(R.P. Sharma)
Sr. Manager (Ptg.)

M/s. _____

Sub: Quotation for printing of Entry Ticket (General)*.

Dear Sir,

Please quote your rates for printing the above job as per the specifications, terms and conditions given below:

Name of the job	Entry Ticket (General)
Size	7" x 3 ¼ " – (with one perforation)
Colour	TWO + 0
Security Features	(i) UV ink printing on (ITPO Logo) one side at 2 places (ii) Fluorescent/anti-photocopy ink printing (ITPO logo/star mark) on one side at 2 places
Quantity	One lakh & Five lakhs
Paper	80 gsm Super Sunshine Balarpur or equivalent
Art Work/Colour Scheme	Artwork provided by ITPO to be adapted on system by printer as per concept of ITPO. Colour scheme will be provided.
Composing/Processing	Through image setter on high resolution.
Plates making	Only PS plates to be used.
Proofs	The colour laser/m/c proofs are to be shown to ITPO for final approval.
Numbering	Numbering on one side at 2 places. No mistake on numbering will be accepted and any mistake will be considered as a serious violation of our order.
Binding	Each book containing 100 nos. of Entry Ticket will be bound with 80 gsm brown/light colour paper and side stitching at 2 places. Each book will have book no. and serial numbers of tickets(starting no. and ending no.) printed on the cover.
Packing & Delivery	Delivery is to be made in ITPO Stores in bundles each bundle containing 100 nos. of Booklets.
Time schedule & penalty	6 days from the date of final print order. In case of late delivery, 5% penalty per day(on bill amount) will be levied. The printing should be of the highest quality. In case of poor quality, suitable amount decided by Competent Authority will be deducted/whole lot rejected or fresh printing ordered at printers' cost, time permitting.

Please quote the rates without Tax.

Entry Ticket (General)	100000	500000
Basic rate	₹	₹
Addl./Red. one colour	₹	₹
Addl./Red. Quantity	₹ (10000 qty.)	₹ (50000 qty.)

Taxes payable.

* Only for Security Printers who are empanelled with Indian Banks' Association and situated within the radius of 45 Km from ITPO, Pragati Maidan, New Delhi.

INSTRUCTIONS:

- a) ITPO will give the text + design either on CD or through E. mail. The final approval from ITPO may be taken before printing the same and the time schedule will be strictly observed from the day of final approval. Any delay will attract a penalty of 5% of the bill amount per day. In case of poor quality or deviation from specifications, suitable amount decided by Competent Authority will be deducted/entire lot rejected and fresh printing to be undertaken by the printer at lowest approved rates (if time permits).
- b) The Basic rates are as per the specifications incl. quantity. The other rates are provisional which can be either used/not used depending on the changes in the specifications/quantity.
- c) Printing should be with accurate margins and binding/cutting should be rectangular. Colour laser/machine proofs are to be shown for approval wherever it is required and the colour should match with the approved artwork.
- d) No separate charges for computer planning, processing, colour correction, system work etc. will be paid by ITPO.
- e) **Delivery:** The printed copies are to be delivered in ITPO's Stores in proper bundles. The original challans are to be retained with the Stores/printer and these are to be enclosed with their bill in triplicate for processing the payment. ITPO will not be held responsible for any deviation in this procedure and payment will not be considered in case of deviation in this procedure. Sample of the printed copies are to be enclosed with the bill.
- f) The neatly typed/hand-written quotation should be submitted in the above format without any overwriting or corrections which should be duly signed by the authorized person with stamp of the company. The quotation should be accompanied by a covering letter on your company's letter head.
- g) ITPO reserves the right to award the job to any supplier irrespective of the lowest quotation. ITPO is free to cancel one or all quotations without assigning any reason. No deviations/representations/explanations will be entertained after submission of quotation. You should make sure your quotation does not contain any over-writing or correction.
- h) An amount of ₹5,000/- (Rupees five thousand) is to be deposited as Earnest Money by DD in favour of India Trade Promotion Organisation along with the quotation. Quotation not accompanied by EMD will be rejected.
- i) The quotationer will not sub-contract the job to any other printer.

Last date for submission: Quotation may be submitted to the Manager/Sr. Manager (Printing), Tel. +011-23371545, Mobile No. 9868305733 on or before: **29th January, 2015 by 3.00 p.m.** in cover specifying the name of the job on the top of the envelope.

Opening: 29th January, 2015 at 3.30 p.m. in the presence of quotationers who wish to be present. The rates will be valid for one year.

Seal

(Name & Signature of Authorised Signatory)