

INDIA TRADE PROMOTION ORGANISATION
Jhansi Castle, 3rd Floor, Cooperage Road
MUMBAI 400 001.

ENQUIRY.

No. ITPO/MUM/ADMN/2013

Date: 01/08/2013.

Subject: Printing of Letterheads.

India Trade Promotion Organisation invites sealed quotations for the following letter head as shown in the table from manufacturers/their distributors/dealers, Govt. Co-operative Stores/Govt. Agencies/MSEs including MSEs owned by SC/ST entrepreneurs will be made as per guidelines and directions issued by Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan. The list of items is placed below:

Sr.No.	Name of Items	Rate	Quantity
1.	Printing of Letter Head in three colours as per design on JK Maplitho /Sunshine paper of 80 GSM	Per 1000 Nos.	5000
2.	Screen Printing of Letter Head with Golden leaf embossing on Executive Bond 100 GSM	Per 100 Nos	100

Quantity of Letter Heads may increase. The rate should be valid for period of 1 year.

Note: The quantity mentioned above is subject to change.

2. Firms, who fulfill the following criteria should apply:
 - i) The firm should have at least three years of experience of supplying the items in at least 3(three) Government Ministries/Department, in each item applied.
 - ii) The turnover of the firm should be at least 14(fourteen) lakhs per annum during the last three financial years for the items mentioned.
 - iii) The firm should not have been black listed by any Ministry /Department/ of the Government of India or ITOP
 - iv) The clause no.2 (i) and 2(ii) related to three years experience and turnover will not be applicable on Govt. Cooperative Stores/Govt. Agencies/MSEs including MSEs owned by SC/ST.
3. Sealed quotations, duly subscribed "Quotation for Printing of letter head" should be addressed to Deputy Manager and put in the Tender Box latest by 10th August,2-013 by 3.00 pm. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on the same date at 3.30 pm in Admn division ITPO, Jhansi

Castle, 3rd floor, Mumbai, in the presence of the interested Tenderers of their representatives.

4. The following terms and conditions may be kept in view while submitting your bid:
 - a) The firm should be in a position to supply Stationery (Letterhead) mentioned in the para I on very short notice as and when needed.
 - b) No request for escalation of rates would be entertained after the approval of the rates.
 - c) The items should be of standard make. In case it is noted that the items are not of standard make, it would be open for the Department to cancel the contract forthwith & forfeits the EMD.
 - d) The firm must be registered with Mumbai VAT Tax Department.
 - e) The firm /company should submit the duly attested photocopies of documents related to PAN Number, TIN Number, Undertaking in favour of eligibility criteria mentioned in para 2 above.
 - f) Incomplete quotations in any manner will not be accepted and are liable to be rejected
5. Tenderers may please quote their unconditional rates strictly as per list of items enclosed. Cutting I Overwriting, if any, should be countersigned. These rates must be applicable for a period of one year i.e. up to 31-07-2014. After scruitnisation of the party/parties, ITPO will issue order for supply of above items, as per requirement.
6. India Trade Promotion Organisation reserves the right to accept or reject any tender in full or in part without assigning any reason thereof. India Trade Promotion Organisation also reserves its right to give preference to MSEs including MSEs owned by SC/ST, as per guidelines of and directions issued by Ministry of Micro, Small and Medium Enterprises, Udyog Bhawan, New Delhi – 110 011.

Yours faithfully,

(B. G. Sonkamble)
Dy. Manager