

No.108-ITPO(158)/AAS/2014/14
India Trade Promtion Organisation

.....
Regional Office
Jhansi Castle, 3rd Floor,
Cooperage Road, Mumbai-400 001.

Date : July 22, 2014

Sub: Inviting Quotation for printing of Stationery for Auto Ancillary Show, 2014, Pune.

India Trade Promotion Organisation (ITPO) is organizing 3rd edition of the Auto Ancillary Show during October 10-13, 2014 at Auto Cluster Exhibition Complex, Pune. ITPO wish to print stationery items for above event as per list attached herewith (Annexure A,B,C,D,E &F).

Eligible agencies may send their sealed quotations to the Regional Manager, India Trade Promotion Organisation, Jhansi Castle, 3rd Floor, Cooperage Road, Mumbai-400 001 on or before 12th August, 2014 by 3.00 pm. The quotations will be opened on the same day at 4.00 pm.

The agency must quote their rates on their letter head duly signed by the authorized person for printing of stationery items in the given format. The company may also give Company details like PAN No., TAN No. TIN No. (as applicable).

(B.G. Sonkamble)
Deputy Manager,
India Trade Promotion Organisation,
Jhansi Castle, 3rd floor,
Cooperage Road,
Mumbai-400 001

Phone : 022-2202 6629

Terms & Conditions for Printing

1. ITPO will provide 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 okay. In case of delay or unacceptable quality of paper, printing etc. it will be the discretion of ITPO to accept the copies with penalty as may be considered appropriate or reject the supplies without assigning any reason whatsoever or cancel the order without any liability. The discretion of the ITPO in this regards shall be final and binding.
2. The basic rates are as per the specifications including quantity. The other rates are provisional which can be either used/not used depending on the changes in the basic specifications.
3. Photographs are to be scanned through drum scanner with high resolution and no loss in quality will be accepted. Only PS plates of CTP systems are to be used, printing with accurate margins and binding/cutting should be rectangular. Colour proofs are to be shown for approval whenever it is required and the colour should match with the approved network.
4. The printed copies are to be delivered in ITPO's Mumbai office in proper bundles. The original Challan are to be retained with ITPO Mumbai and the printer will submit copy of challan along with 3 sample copies of printed material with the original bill in triplicate and work order copy 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.
5. No separate charges for Composing, computer planning, processing, color correction, system work etc. will be paid by ITPO.
6. ITPO reserves the right to award the job to any supplier irrespective of the lowest quotationer. ITPO is free to cancel one or all quotations without assigning any reason. No deviation/representation/explanations will be entertained after submission of quotation. You should make sure your quotation does not contain any overwriting or correction and ready to print even lesser quantity.

Last date for submission : Quotation on your letterhead duly signed and stamped, may be submitted to Regional Manager, India Trade Promotion Organisation, Mumbai office on or before 12th August, 2014 by 3.00 pm in sealed cover specifying the name of the job on top of the envelope.

(Name & Signature of Printer's Authorised Signatory)

Seal of Printer

AUTO ANCILLARY SHOW, PUNE, 2014
QUOTATIONS FOR OFFSET PRINTING WORKS

Fair Guides

Job	Job Specification	Rates
Fair Guide	5 ½ " X 8 ½ Page - 100 + 4 cover	---
Paper	225 gsm Sinar Mas art card for cover and 100 gsm Sinar Mas Art paper for text	---
Colour	4 + 4 for Cover and B/W for text	---
Binding	Perfect Binding	---
Time Schedule	5 days	---
Basic Rate	Quantity -- 1000 nos.	Rs.
Addl./ Reduced Pages	8 page B/W 8 page 4 Cols.	Rs. Rs.
Addl./ Reduced 1 colour	-----	Rs.
Addl./ Reduced qty	per 100 nos.	Rs.

Taxes payable extra

Composing, makeup, planning etc. to be provided by vendor.

Cover designs will be supplied in CD or by mail by ITPO

Delivery – Auto Cluster Exhibition Complex, PCMC, Pune

Other Terms & Conditions are attached

AUTO ANCILLARY SHOW, PUNE, 2014
QUOTATIONS FOR OFFSET PRINTING WORKS

VISITOR INVITEE CARDS

Job	Job Specification	Rates
Invitation Cards	8 ½ " X 5 ½	Rs.....
Paper	300 gsm Magnostar art Card	---
Colour	4 + 4	---
Time Schedule	7 days	---
Basic Rate	For 10,000 Cards. For 20,000 Cards.	Rs..... Rs.....
Addl./1 fold (2 page)	For 10,000 Cards. For 20,000 Cards.	Rs. Rs.
Addl. One special Colour	On 10,000 Cards. On 20,000 Cards.	Rs. Rs.
Addl./ Reduced qty	per 1000 qty. per 5000 qty.	Rs. Rs.
Other	For UV spot coating per side per copy	Rs.

Taxes payable extra

Composing, makeup, planning proofing etc. to be provided by vendor.
Design will be supplied in CD /E-mail by ITPO

Delivery – ITPO, Jhansi Castle, 7, Cooperage Road, Mumbai.

Other Terms & Conditions are attached

AUTO ANCILLARY SHOW, PUNE, 2014
QUOTATIONS FOR OFFSET PRINTING WORKS

ENVELOPES

Job	Job Specification	Rates
Envelopes	9" X 6"	Rs.....
Quantity	10,000 / 20,000 nos.	---
Paper	95 gsm Super Sunshine/ Lucky parchment	---
Colour	Four	
Time Schedule	7 days	---
Basic Rate	For 10,000 Envelopes.	Rs.
Basic Rate	For 20,000 Envelopes.	Rs.
Addl. One col.	On Envelopes For 10,000 quantity	Rs.
	For 20,000 quantity	Rs.
Addl./ Reduced qty	per 1000 quantity	Rs.
	per 5000 quantity	Rs.

Taxes payable extra

Composing, makeup, planning proofing etc. to be provided by vendor.

Delivery – ITPO, Jhansi Castle, 7, Cooperage Road, Mumbai.

Other Terms & Conditions given below.

AUTO ANCILLARY SHOW, PUNE
QUOTATIONS FOR OFFSET PRINTING WORKS

Business Visitor Registration Forms

Job	Job Specification	Rates
Business Visitor Registration Forms	A-4 Size Qty 5000 Nos.	Rs.
Paper	80 gsm	---
Colour	One	---
Packet	500 Nos. each	---
Time Schedule	7 days	---
Basic Rate	Quantity -- 5000 nos.	Rs.....
Additional/Reduced	Quantity 1000 nos.	Rs.....

Taxes payable extra

Composing, makeup, planning Proofing etc. to be provided by vendor.
 Design will be supplied in CD or by mail by ITPO

Delivery – ITPO MUMBAI

Other Terms & Conditions are attached

AUTO ANCILLARY SHOW, PUNE
QUOTATIONS FOR OFFSET PRINTING WORKS

Badges

Job	Job Specification	Rates
Badges	4 -3/4" X 3-1/4"	---
Paper	210 gsm Sinar Mas Art Card	---
Colour	4 colours	---
Quantity	As per details below	---
Time Schedule	7 days	---
Rate	For Total 5000 nos.	Rs.
Addl. Requirement	1. Delegate badges – 500 Nos. 2. Press badges – 200 Nos. 3. VVIP badges – 200 Nos. 4. Official badges – 100 Nos. 5. Exhibitor badges - 400 Nos. 6. Business Visitors – 5000 Nos. 7. Special invitee – 100 Nos.	

Taxes payable extra

Composing, makeup, planning proofing etc. to be provided by vendor.
 Designs will be supplied in CD or by mail by ITPO

Delivery – ITPO, MUMBAI.

Other Terms & Conditions are attached