

No.108-ITPO(158)AAS/2014-14  
**India Trade Promotion Organisation**  
 3<sup>rd</sup> floor, Jhansi Castle,  
 7, Cooperage Road, Mumbai-400 001.  
 Phone : 022-2202 6629

**Sept. 2, 2014**

**Subject : Inviting Quotations for Printing of Fair Guide for Auto Ancillary Show, Pune.**

India Trade Promotion Organisation is organizing 3<sup>rd</sup> edition of Auto Ancillary Show during October 10-13, 2014 at Auto Cluster Exhibition Complex, Pune. ITPO wish to print Fair Guides for the Fair. The agencies who would like to submit their quotations must have the following infrastructure / facilities:

Pre press	(1). Availability of facilities for designing & composing in both Hindi and English. (2) Minimum two PCs. (3) Scanner, Proofer, colour Printer. (4) CTP/Image setter, Plate making machine.
Printing	(1) One or more four colour computerized plate control (CPC) offset printing machine. (2) One or more single colour offset printing machine.
Post Printing	(1) Facilities of Binding.

The eligible agencies may send their sealed quotations to the Manager, India Trade Promotion Organisation, Jhansi Castle, 3<sup>rd</sup> floor, 7, Cooperage Road, Mumbai-400 001 on or before : **10 Sept., 2014 - 3.00 pm** in sealed cover specifying the name of the job on top of the envelope.

Bids will be **opened on 10 Sept., 2014 at 3.30 pm** in the presence of printers who wish to be present.

(R.J. Dalvi)  
 Deputy Manager

No.108-ITPO(158)AAS/2014-14  
**India Trade Promotion Organisation**  
**Mumbai**

Sept. 2, 2014

**Sub: Quotation for printing of Fair Guide.**

Dear Sir,

India Trade Promotion Organisation invites the rates for printing of Fair Guide as per the specifications, terms & conditions given as follows:

<b>Name of the job</b>	<b>Fair Guide</b>
<b>Size</b>	5½" x 8½"
<b>Pages</b>	96+4 (cover)
<b>Quantity</b>	1000
<b>Colour</b>	4+0 on cover and 1+1 on text pages.
<b>Paper</b>	250 gsm Magnostar Art Card for cover 100 gsm Magnostar Art Paper for text.
<b>Binding</b>	Perfect binding.
<b>Lamination</b>	Matt on outer cover.
<b>Composing</b>	Approved lay-out(art work)/colour scheme will be provided by ITPO.
<b>Plate Making</b>	Only PS plates to be used.
<b>Proofs</b>	The colour laser proofs or machine proofs (if required) are to be shown to ITPO for final approval.
<b>Delivery Schedule</b>	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.
<b>Time Schedule &amp; Penalty</b>	5 days from the date of final print order. In case of late delivery 5% per day Penalty (on Bill amount) will be levied. In case of poor quality, suitable amount decided by Competent Authority will be deducted/whole lot rejected

**Please quote the consolidated rates (not unit price), without Tax.**

Quantity	1000 copies
Basic Rate (*) Without print file	₹
Addl. one colour on cover/8 pages text	₹
Addl./Red. 8 pages 4 cols.	₹ / ₹
Addl./Red. 8 pages B/W text	₹ / ₹
Addl./Red. 100 qty.	₹ / ₹

(\*) Composing, scanning, makeup, planning, colour proofing etc. supplied by vendor.

**Taxes payable extra:**

**Validity of rates** : The rates must be valid for one year.

**Last date for submission**: Quotation on your letterhead in given format duly signed and stamped, may be submitted to the Manager on or before: **10 Sept., 2014 - 3.00 pm** in sealed cover specifying the name of the job on top of the envelope.

**Opening**: **10 Sept., 2014 at 3.30 pm** in the presence of printers who wish to be present.

ITPO reserves the right to award the job to any supplier irrespective of the lowest quotationer/cancel one or all quotations without assigning any reason. No deviations/representations/explanations will be entertained after submission of quotation.

**Seal**

**(Name, Designation & Signature of Bidder's  
Authorised Signatory)**