



Ref. No. : 5-1(13)/PROC/NCSCM/2013/1

04th December 2013

To

Sir,

Sub: Inviting quotation for Printing of Stationeries - Reg.

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous Research Institute under the Ministry of Environment and Forests and has its Office located in Koodal Building, Anna University Campus, Chennai-600025.

Quotations are invited for the following items with Printed Logo and Name to National Centre for Sustainable Coastal Management, Anna University Campus with the following terms and conditions.

S.No	Item Description	Specification	Units/Nos
1.	Calendar - 2014	Table top with 13 pages front and back	300
2.	Dairy - 2014	As per sample (Customized)	300
3.	Monthly Planner - 2014	As per sample (Logo and Name Foiled)	300
4.	Lab Notebooks (200 Pages)	As per sample (Customized)	100
5.	Field Notebooks (25 pages like scribbling pad with wiro)	Wrapper - Hard Bound/ Inner Cartridge Paper - 100 gsm	1000
6.	NCSCM Scribbling Pads	Wrapper - 170 gsm art paper/ Inner Cartridge Paper - 100 gsm	500
7.	NCSCM Envelopes	Same as sample size using 120 gsm Sunshine Paper	2000
8.	Letterhead - NCSCM	100 gsm Cartridge Paper	1000
9.	Letterhead- NCSCM with Director's Name	100 gsm Cartridge Paper	1000
10.	NCSCM A4 Envelopes	Same as sample size using 170 Matte art paper	1000
11.	A4 Books with wiro	Wrapper - Hard Bound/ Inner Cartridge Paper - 100 gsm	500
12.	NCSCM Folders	350 gsm art board with Spot UV	500
13.	L-Folder (Transparent) with NCSCM logo & Name	As per sample given (Screen printed Single Colour)	300

1. Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission
2. Quoted rates should be valid for minimum period of **ONE YEAR** from the date of contract.
3. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
4. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
5. The rates quoted by the supplier shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
6. Payment shall be made after the supply of bills/invoices duly certified by the NCSCM representative.
7. You should quote PAN , TAN , VAT & Registration numbers, Service Tax numbers, whichever is applicable.
8. You are requested to provide your offer latest by **11.00AM** on **20.12.2013**.
9. Quotation will be opened at **12.00PM** on **20.12.2013**
10. All the pages of the quotation shall contain signatures of the authorized person and the office seal.
11. The supplier shall seal the quotation in an envelope along with the address of the bidder and addressed to **The Director, National Centre for Sustainable Coastal Management, 2nd Floor, Koodal Building, Anna University Campus, Chennai - 600 025**. The envelope will also bear the following identification :-
 - Quotation for **Printing of Stationeries**
 - Do not open before **12.00PM** on **20.12.2013**
 - Quotation ref. no. **5-1(13)/PROC/NCSCM/2013**
12. The firm should quote rates only for standard products.
13. The firm should enclose the booklet/broachers/manual/Certificates of the quoted product/firm.
14. If any claims towards delivery or installation, it should be inclusive of the prices quoted.

-sd-

Manager(Admin/HR)