



*Your Assurance of Pure Silk*

**SILK MARK ORGANISATION OF INDIA**  
**SILKMARK CHENNAI CHAPTER**  
Sponsored by **CENTRAL SILK BOARD**  
**28/22, K.K. Salai, Kaveri Rangan Nagar**  
**SALIGRAMAM CHENNAI – 600 093.**  
**Ph. (044) 23760106/23764774**

CSB/RO (CH)/9(5)/ 2015-16/ SMOI/EXPO  
To,

03<sup>rd</sup> October 2016

Sir,

Sub: - Inviting lowest competitive quotation for Printing & Supply of Publicity materials for Silk Mark Vanya Silk Expo –Chennai- 2016 - Regarding.

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The Silk Mark Organisation of India, (SMOI) Chennai Chapter promoted by Central Silk Board, Ministry of Textiles, Government of India is organising Silk Mark Vanya Silk Expo from **06<sup>th</sup> to 12<sup>th</sup> Decemeber 2016 at Valluvarkottam, Nungambakkam, Chennai**

In this context this office request to print and supply the following items as per the specifications given below:

#	Particulars	Specification Size	Quality	Printing Colour	Quantity in Nos
1	Entry Tickets	15(L) x 10 (W) cms Of 100Books (Each book with 100 Tickets)	90 GSM Art paper with 2 parts 5cm, 10cm with perforation after 5 cm and with Sl.Nos	Multi color	10,000 Nos.
2	Exhibitors Badges	10 x 6 cms	300 GSM Art Board with Plastic cover with neck tag	Multi color	200 Nos.
3	Service Pass	10 x 6 cms	300 GSM Art Board with Plastic cover with neck tag	Multi color	50Nos
4	Welcome Pass	18 x 12.5 cms	300GSM Both Side Printing	Multi color	3000 Nos.
6	Invitation with Cover	18 x 12.5 cms	300 GSM	Multi color	200 Nos.
7	Hand Bills	A5 Size	90 GSM Both Side Printing	Multi color	30000 Nos.
8	Calendar -Single sheet	20 x 30 inch with Details of Silk Mark/CSB Logo with address printed at the top	Map litho- 70 GSM	Multi color	2000 Nos.
9	Bill Book- in Triplicate	5.5 (W)x8(L) inch – 50 Nos. in each book	60GSM	Single Color	200 Books

Terms and Condition of printing is attached herewith

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You are requested to follow the instructions strictly as given in the terms and conditions enclosed here with and send your lowest competitive rate quotation inclusive of all taxes for printing and supplying of above said items. The quotation with all required details should reach this office **on or before 28.10 .2016 up to 12.00.noon** in a sealed cover superscribed as quotation for '**Printing of Publicity Materials for Silk Mark Vanya Silk Expo 2016.**

The quotations so received well within the stipulated time shall be opened at **3.00 PM** on **28.10.16** in the presence of the quotationers or their representative at the Office

For any / all information regarding art work and printing quality contact '**The Nodal Officer,Chennai Chapter Silk Mark Organisation of India, 28/22 K.K.Salai, Kaveri Rangan Nagar, Saligramam, Chennai-600 093.**

Yours faithfully

[D.Kirubakaran]

Nodal Officer

Encl.

### **TERMS AND CONDITIONS:**

**1. RATES AND APPLICABLE TAXES:** The parties should clearly quote the rates and applicable rate of taxes in their quotation separately. Any other statutory levies such as excise duty, entry tax etc., are to be quoted separately and clearly by the parties, for evaluation purposes and to conclude rate contract.

**2. ESCALATION CHARGES:** No escalation charges will be entertained during the period of the contract, once the quotation is accepted and contract is awarded.

**3. VALIDITY:** The rates quoted should be valid for a period of 180 days from the date of opening the quotation.

**4. LATE QUOTATIONS:** The quotations received after the due date and time prescribed shall be summarily rejected

**5. INCREASE OR DECREASE IN THE QUANTITY:** The Nodal Officer, Chennai Chapter, Silk Mark Organisation of India, Central Silk Board, Chennai, reserves the right to increase OR decrease the quantity of the material OR not to print any of the item mentioned in the enquiry letter.

6 The Nodal Officer, Chennai Chapter, Silk Mark Organisation of India, Central Silk Board, Chennai reserves the right to accept or reject any [or] all the quotations either in part or in full without assigning any reason's/thereof.

The bidder may seek clarification regarding bidding condition, process in case of rejection of their quotation

**7. No Advance Payment:** - The bill of cost for supply of the 'Publicity materials' shall be made only after satisfactory supply of the materials ordered. **No advance payment shall be made for the supply of these items.**