

 Your Assurance of Pure Silk	Silk Mark Organisation of India Central Silk Board, Ministry of Textiles, Govt. of India CSB Complex, BTM Layout, Madiwala, Bangalore 560 068 Ph.080-2628 2151, 2114, 2117, Fax.080-26689356 visit us at: www.silkmarkindia.com e-mail: silkmark@silkmarkindia.com
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SMOI/PRINT/18-19/F-51

07-09-2018

To,

Dear Sir/Madam,

Sub: Rate Enquiry for Printing of Paper Hang Tags – 300 GSM - Regarding.
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This is to inform that Silk Mark Organisation of India (SMOI), Central Silk Board, Ministry of Textiles, Govt. of India intends to procure **Silk Mark Paper Hang Tags (300 GSM)** along with affixing of Holograms on the same. Details of the job and the quantity required are mentioned below:

Sl. No	Item	Specification	EMD (Rs.)
1.	Paper Hang Tags	300 GSM Imported Matt Finished Board Size: 8.5 cm (H) x 3.8. cm (W)	15,000/-
2.	Printing	Multi Color printing on both sides with 8 Digit Alpha Numeric Serial Number on one side along with QR Code.	
3.	Quantity	30 Lakhs – immediately and Further order as per our requirement during the validity period of next one year.	
4.	Affixing of Holograms on the Hang Tags	All the paper Hang Tags should be affixed with Holograms in the slot provided in the Hang Tags. Holograms of the corresponding quantity will be provided by the SMOI.	

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The serial number along with QR Code in soft copy/form (.jpg format) will be provided by this office. You may send a sealed quotation indicating the quote for the above item so as to reach us on or before the last date and time along with the prescribed EMD. Interested parties may call on this office, on any working day between 10.00 AM and 5.30 PM to have a look at the sample for quoting the rates. Quotations received after the due date and time and those without the requisite EMD will not be considered.

TERMS AND CONDITIONS

1. RATES AND APPLICABLE TAXES: The parties should clearly quote the rates and applicable rate of taxes (GST) in their quotation. **In case no taxes are mentioned it will be presumed that the rate is inclusive of all taxes.**
2. INCREASE OR DECREASE IN QUANTITY: C.E.O, SMOI reserves the right to place the work order for increase or decrease in the prescribed quantity of paper hang tags.
3. VALIDITY: The rates quoted **should be valid for a minimum period of one year** from the date of opening the quotation.
4. ESCALATION CHARGES: No escalation charges will be entertained once the quotation is accepted and contract awarded.
5. E.M.D: The quotation should be accompanied with an EMD amount of Rs.15,000/- (Rupees Fifteen Thousand only) and Quotations received without EMD will be summarily rejected. The EMD amount shall be sent digitally in favour of "Silk Mark Organisation of India", Central Bank of India, CSB Branch, Bangalore Current Account number 1123960157, and IFSC Code CBIN 0283975. The copy of bank acknowledgement (UTR Number) may please attach with the quotation.
6. LAST DATE FOR SUBMISSION OF QUOTATION: The last date for submission of the sealed competitive quotations is **28th September 2018 up to 1.00 PM**. The envelope containing the competitive quotation should be sealed and submitted, duly super scribing on the envelope as "QUOTATION FOR THE SUPPLY OF PAPER HANG TAGS – 300 GSM" and addressed to the CEO, Silk Mark Organisation of India, Central Silk Board, B.T.M. Layout Madiwala, Bangalore-560 068.
7. OPENING THE QUOTATIONS: The quotations so received well within the stipulated time shall be opened at **4.00 PM on 28-09-2018** at the Office of the Silk Mark Organisation of India, Central Silk Board, CSB Complex, 1st Floor B.T.M. Layout, Madiwala, Bangalore–560068. The bidders or their representatives can be present at the time of opening of the quotation. The CEO, SMOI, Bangalore reserves the right to accept any of the quotation or reject all the quotations. The decision of the CEO, SMOI, Bangalore will be final and no correspondence will be entertained in this regard.

8. REFUND OF E.M.D: The EMD amount of the unsuccessful bidders shall be returned after the successful quotationer is finalized. The EMD of the successful quotationer shall be discharged only after satisfactory supply of the materials ordered.
9. FORFEITURE OF THE E.M.D: Failure to supply the ordered material within the stipulated period shall result in forfeiture of the EMD.
10. PACKING INSTRUCTIONS: The hang tags should be neatly tied with twine thread (not with the rubber band) in bundles of 100s. Ten such small bundles (totaling 10 X 100 =1000) should be wrapped together in thick brown wrapping paper with the serial numbers of the contents written clearly and legibly on each bundle. Good quality of 6-7 ply cartons should be used for packing the hang tags and a maximum of 10,000 pieces should be packed per carton. The serial numbers of the hang tags in each carton should be written clearly and legibly on the top and the sides. **Not following the packing instructions will result in rejection of the consignment.**
11. DELIVERY: The material should be delivered to our 9 offices in across India as per our instructions of SMOI. Transportation charges from the place of printing to delivery city i.e. Bangalore, Chennai, Hyderabad, New Delhi, Mumbai, Kolkata, Srinagar, Guwahati and Palakkad, if any, shall be borne by the supplier only.
12. The Quotation shall contain documentary Proof that the bidder is printer for such type labels and a list of organizations along with Contact Person, address, Tel. No., Fax No. etc., to which similar labels were supplied.
13. PAYMENT: The bill of cost for supply of the "PAPER HANG TAG -300 GSM" shall be made only after satisfactory supply of the materials ordered. The GST invoice/bill should be submitted to Silk Mark Organisation of India, Central Silk Board, B.T.M. Layout, Madiwala, Bangalore-560068. No advance payment shall be made.
14. ADDITIONAL INFORMATION, IF ANY: For any information, the quotationer may contact The Assistant Director (Insp.), Silk Mark Organisation of India, Central Silk Board, B.T.M. Layout, Madiwala, Bangalore-560068 (Phone: 80-2628 2151/2114/2152).

Yours faithfully,

[Govindachari]
Assistant Director (Insp.)

