




भारतीय रेशम मार्क संगठन, मुंबई अध्याय
केन्द्रीय रेशम बोर्ड, (वस्त्र मंत्रालय - भारत सरकार)
SILK MARK ORGANISATION OF INDIA, MUMBAI CHAPTER
CENTRAL SILK BOARD, (Ministry of Textiles – Govt. of India)

<p>16, मित्तल चेंबर्स, Mittal Chambers, नरीमन पॉइंट Narimon Point, मुंबई Mumbai – 400 021.</p>		 <p>"Cleanliness is next to Godliness"</p>	 <p>SILK MARK Your Assurance of Pure Silk</p>	<p>ईमेल Email romum.csb@nic.in mumbai@silkmarkindia.com 022-22020326 फैक्स Fax: - 0022-22020329</p>
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NO: SMOI/MUM/2020-21/40/ SM P & D

Date: 19-11-2020

INVITATION FOR QUOTATIONS

Sub: Designing, Printing and Supply of Silk Mark Magazine (Newsletter) -
Calling for Technical & Financial Quotation – reg.

Silk Mark Organisation of India, Mumbai is interested to print the Quarterly Silk Mark Magazine (Newsletter). The Technical & Financial Quotation are invited for undertaking the **DESIGNING AND PRINTING WORK** with following specification. Hence, interested parties are requested to tender their rate quotation as per the following Terms and conditions.

1.	Type of Magazine (Newsletter)	Quarterly
2.	No. of Copies to be printed	1500 Copies / 2000 copies
3.	No. of pages	28 (inside pages) + 4 (cover page)
4.	(Magazine Size) Paper Size	19 cm W x 26 cm H
5.	Paper quality	130 gsm Sinar Art paper inside
6.	Cover page	170 gsm Sinar Art paper
7.	Quality of printing	High quality printing (4 colour offset)
8.	Binding	Centre pinning
9.	Lamination	Gloss Lamination -Outer Cover Only
10.	Envelope size 21 cm W x 28 cm H, 100 gsm maplitho paper, one side B/W printing for conveniently putting the magazine inside.	Quantity- 1500 Copies / 2000 Copies

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INSTRUCTIONS TO SERVICE PROVIDERS

The TENDER will be of two part bids and each part of bid is to be kept in separate envelope superscribing the description of the bid on the envelope as described below.

1. Pre - Qualification cum Technical bid
2. Price bid / Bid having rate quotation

Criterion for qualification

1. The agency should have executed similar jobs in the past 3 - 5 years
2. Price Schedule in Detail for Each Item and total cost of the contract.
3. The agency should have proper infrastructure / place for designing of magazine as it takes 10-15 days to design the magazine with 2 - 3 rounds of corrections / text replacement etc.

Documents Comprising the Quotation

The quotations prepared by the Service Provider shall comprise the following components:

1. Pre - qualification cum Technical bid :-

- Sample of designed eight pages (size 19 cm H X 26 cm W) on 130 GSM sinar art paper separately.
- EMD of the tender for Rs. 5,000/ (Rupees Five Thousand Only)
(Demand Draft or Pay Order issued by a nationalized/ scheduled bank acceptable to The "Silk Mark Organisation of India" Payable at Mumbai.)
- GSTIN No. & PAN No. , Past experience in executing similar jobs etc.

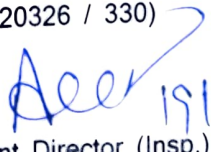
2. Price bid (Bid having rate quotation) :-

Price bid should clearly mention the taxes & duties as applicable separately for each Item and probable total cost of the contract.

- Please furnish Design & Printing charges separately.
- Please furnish the cost of printing for 1500 copies / 2000 copies separately.
- Please furnish extra cost of printing & designing for every 04 pages increase per issue.

RULES AND REGULATIONS:

- 1) **Rates and Applicable Taxes:** Applicable taxes and duties should be clearly indicated in the quotations. Rates without taxes and duties will be presumed that the quoted price is inclusive of taxes and duties.
- 2) **Validity:** The rates quoted should be valid for a minimum period of three years from the date of receipt of the quotation.
- 3) **E.M.D. :** The Quotation should be accompanied with an EMD of Rs. 5000/- (Rs. Five Thousand Only) in the form of Demand Draft/Pay Order in favour of "Silk Mark Organization of India, Mumbai" . Quotations Received without EMD will be summarily rejected.
- 4) **Date & Time for submission of quotation:** The sealed quotations should reach our office or submitted in person / representative on or before 11-12-2020 upto 03:00p.m. The quotations may be addressed to **The Assistant Director (Insp.) , Silk Mark Organization of India, Central Silk Board, 16, Mittal Chambers, Nariman Point, Mumbai 400021** . The envelope containing the quotation should be duly superscribing on the envelope as "**Designing, Printing and Supply of Silk Mark Magazine**". **The TENDER will be of two part bids and each part of bid is to be kept in separate envelope superscribing the description of the bid on the envelope as "Pre - Qualification cum Technical bid "** in one envelope & Price bid / Bid having rate quotation in another envelope.
- 5) **Date & Time for opening of quotation:** The quotations will be opened on **14-12-2020 at 11.00 A.M.** at the office of Silk Mark Organization of India, Central Silk Board, 16, Mittal Chambers, Nariman Point, Mumbai 400021. The bidders or their representatives can be present at the time of opening the quotation. The quotations received after the due date and time will not be accepted. The Assistant Director (Insp), Silk Mark Organization of India, Central Silk Board, 16, Mittal Chambers, Nariman Point, Mumbai 400021 reserves the right to accept any quotation or reject all the quotations.
- 6) **Payment:** The Original bill may be submitted to this office after satisfactory supply of the Silk Mark Magazine (Newsletter) as per the specification mentioned above.
- 7) **Additional Information, if any:** For any additional information , the bidders may contact The Assistant Director (Insp) , Silk Mark Organization of India, Central Silk Board, 16, Mittal Chambers, Nariman Point, Mumbai- 400021 (Phone No: 022-22020326 / 330)


Assistant Director (Insp.)
SMOI, CSB, Mumbai
आलोक कुमार
Alok Kumar
सहायक निदेशक (निरी.)
Assistant Director (Insp.)