



6	Bit Notice – Washing Care (both side)	14 X 21 cm	80 gsm	Multi color	8,000
7	Bit Notice – Expo information	14 X 21 cm	80 gsm	Multi color	4,000

Art work for each item will be provided by this office.

You are requested to follow the instructions strictly as given in the terms and conditions enclosed herewith and send your lowest competitive rate quotation for supply of print items and should reach this office on or before 11.00 AM on 3<sup>rd</sup> July, 2018.

For further details, please contact the office.

Yours faithfully

sd  
A.Subburaj  
Assistant Director (Insp)  
SMOI, Palakkad

Encl: 1.Terms & Conditions

## 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 and to conclude rate contract.
2. **ESCALATION CHARGES:** No escalation charges will be entertained during the currency of the contract, once the quotation is accepted and contract is awarded.
3. **VALIDITY:** The rates quoted should be valid for a period of 60 days from the date of opening the quotation.
4. **E.M.D.:** The quotation should be accompanied with an EMD of Rs.500.00 (Rupees five hundred only) drawn by a demand draft/pay order in favors of "SILK MARK ORGANISATION OF INDIA" Palakkad. The quotation received without EMD will be summarily rejected.
5. **LAST DATE FOR SUBMISSION OF QUOTATION:** The last date for submission of the sealed competitive rate quotation is **03.07.2018** up to **11.00AM**. The envelope containing the competitive quotation should be sealed and submitted, duly super scribing on the envelope as "**QUOTATION FOR SUPPLY OF PRINT ITEMS FOR SILK MARK VANYA SILK EXPO, KOCHI 2018**" and addressed to the Assistant Director (Insp), Silk Mark Organisation of India, Palakkad Chapter Central Silk Board, Ministry of Textiles, CSB Complex, Vallekulam, (P.O) Pallathery Palakkad-678 007.
6. **OPENING THE QUOTATION:** The quotations so received well within the stipulated date and time shall be opened on **04.07.2018** at **4.00PM** in the presence of the quotationer or their representative at the office of the Silk Mark Organisation Of India, Palakkad Chapter, Central Silk Board, CSB Complex, Vallekulam, (P.O) Pallathery, Palakkad-678 007
7. **LATE QUOTATIONS ;** The quotations received after the due date and time prescribed shall be summarily rejected.
8. **LIST OF GOVT AND OTHER INSTITUTIONS TO WHOM SIMILAR PRINT MATERIAL WERE SUPPLIED :** Tenders have to give the list of Government and other institutions to whom they have already supplied the similar print material along with the complete profile of the organizations and manufactures name, their trade mark and brand of any should be invariably mentioned in their tender and illustrative leaflets giving technical

particulars etc. are to be attached to the tender to facilitate consideration of the offer.

9. LIQUIDITY DAMAGES: failure to supply the quantity within the stipulated period, when ordered the silk mark organization of India Palakkad chapter shall deduct from the quoted price as liquidated damages, a sum equivalent to 0.5% of the quoted price for the delayed supply for each week until actual delivery, up to maximum deduction of 10% is reached the SMOI is at liberty to cancel the order.
10. REFUND OF E.M.D: A cheque equal to the EMD amount shall be returned to the unsuccessful bidders within 30 days from the date of opening the quotation. The EMD of the successful quotationer shall be discharge only after satisfactory supply of the materials ordered.
11. FORFEITURE OF THE E.M.D: Failure to supply the ordered material within the stipulated period shall result in for feature of the EMD.
12. INCREASE OR DECREASE THE QUANTITY: The Silk Mark executive, Silk Mark Organisation of India Palakkad chapter reserves the right to increase or decrease the quantity of the material.
13. RIGHT TO ACCEPT OR REJECT: The Silk Mark Executive, Silk Mark Organisation of India Palakkad chapter reserves the right to accept or reject any (or)all the quotations either in part or in full without assigning any reasons thereof.
14. PAYMENT: The bill or cost of supply of the material shall be made only after satisfactory supply of the materials ordered. No advance payment shall be made.
15. BILL AMOUNT: Total bill amount should include the door delivery expenditure.
16. SUPPLY: Full quantity of the material should be supplied to this office on or before 15.07.2018
17. ADDITIONAL INFORMATION IF ANY : For any/ all information the successful quotationer may contact the Silk Mark Executive, Silk Mark Organisation Of India, Palakkad Chapter, Central Silk Board, Vallekulam, (P.O) Pallathery,Palakkad- 678 007.

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