



Your Assurance of Pure Silk

No.SMOI/PROG/CO/2018-19/F-29

25/09/2018

### NOTICE

Sub: Rate Enquiry for Printing of Annual Report - Regarding

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This is to inform that Silk Mark Organisation of India is interested to print Annual Report for the year 2017-18. Details of the job and the quantity required are mentioned below:-

#	Item	Specifications	Quantity	EMD
1	Annual Report	<b>Size:</b> of the Publication : ¼ Demy <b>Layout Design:</b> This office will provide the material in soft copy; the printer has to design the layout. Paper to be used : 1) <b>Text:</b> 70 GSM Map-Litho Paper 2) <b>Cover Page:</b> 100 GSM Map-Litho Paper 3) <b>Insertions:</b> 70 GSM Map-litho Paper 4) <b>Envelope:</b> 100 GSM Map-litho Paper to insert the printed Annual Report <b>Text :</b> 24 Pages <b>Cover Page :</b> 4 Pages (Both Inner and Outer) <b>Insertions:</b> 3 additional Pages printed on single side should be inserted in the Annual Report book <b>Printing:</b> Multicolor Printing <b>Binding:</b> Centre Pin Binding <b>Sticker:</b> Pre –slit sticker <b>Labelling:</b> Printing and pasting of Name & Address on the self-adhesive sticker	4000 Nos	2000/-

The Annual Reports including the 3(three) additional sheets should be kept in the envelope and the flap neatly tucked inside the envelope.

The successful bidder should undertake the printing job of all 24 pages of text, 4 cover pages and 3 pages of insertions. The bidder shall also take up the job of printing and pasting of the

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## **Silk Mark Organisation of India**

[Central Silk Board, Ministry of Textiles - Govt. of India]

Corporate Office: CSB Complex, B.T.M. Layout, Madivala, Bengaluru - 560 068. India

Ph: 080-2628 2114 / 2117 / 2151 / 2152; Fax: 080-2668 9356; e-mail: silkmark@silkmarkindia.com;www.silkmarkindia.com



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address labels in the envelope and deliver. The soft copy of the address list containing names, addresses and other details will be given in Excel format and the same is to be printed in a sticker, pasted on the front side of the envelope or print directly on the envelope for despatch.

A quote for the above item may please be sent to the address mentioned. Specimen copy may be seen at SMOI Corporate Office during office hours on working days.

### TERMS AND CONDITIONS

1. Rates and Applicable Taxes: The parties should clearly quote the rates and applicable rate of taxes and other charges clearly, if taxes are not indicated separately it will be presumed the rate is inclusive of taxes.
2. Validity: The rates quoted should be valid for a period of 90 days from the date of opening the quotation.
3. EMD: The quotation should be accompanied with an EMD of Rs.2000/- in the form of Demand Draft / Pay Order/on line transfer, in favour of "Silk Mark Organisation of India", Bangalore. The bank details for the RTGS/On line transfer is "Central Bank of India, CSB Branch, Bangalore. Account no. 1123960157, IFSC Code CBIN0283975. A copy of the bank receipt, in case of on line transfer, may be attached with the quote for reference. Quotations received without EMD and the EMD drawn on other than Silk Mark Organization of India will be summarily rejected.
4. Forfeiture of the EMD: Failure to supply the ordered material within the stipulated period shall result in forfeiture of the EMD and attract further legal action.
5. Last Date: The Last Date for Submission of submission of sealed competitive quotation is 16<sup>th</sup> October 2018 at 1.00 P.M. The quotation should be addressed to The Chief Executive Officer, Silk Mark Organization of India, C.S.B. Complex, B.T.M. Layout, Madivala, Hosur Road, Bangalore 560 068 and the envelope should be super scribed: "QUOTATION FOR PRINTING OF ANNUAL REPORTS."
6. Opening: The Quotations will be opened on 16.10.2018 at 4.00 P.M. in the presence of the interested representatives of the firm in the above said address. The CEO, SMOI, Bangalore reserves the right to accept any quotation or reject all the quotations without assigning any reasons. The decision of the CEO is final and no correspondence will be entertained in this regard.
7. Approval: Printing should be clear and legible and shall of high quality and a sample copy of the annual report should be produced to the Corporate Office, Bangalore for approval to proceed further for printing of entire lot. The approval of the sample copy is compulsory. The annual reports should conform in all respects with the approved sample copy and if it deviates beyond acceptable level, the whole lot is liable for rejection and attracts further legal action.

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8. Delivery: The Annual Reports should be delivered to our office Silk Mark Organisation of India, Central Silk Board, Room. No. 120, First floor, C.S.B. Complex, B.T.M Layout, Madivala, Bangalore -560068

9. Payment: No advance payment will be made. The bill in duplicate may be submitted to this office after satisfactory supply of Annual Reports for effecting the payment.

10. Additional Information, if any: For any additional information, the bidders may contact the Asst. Director (Insp.), Silk Mark Organisation of India, Central Silk Board, Room. No. 120, C.S.B. Complex, B.T.M Layout, Madivala, Bangalore-560068 (Phone No: 080-26282152& 26282114, 26282151,26282117).

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