

AMHSSC/CORP/ADMN/JAN/2019
January 22, 2019

Sub: Quotation for the Printing of different office items as per details

Apparel, Made-Ups and Home Furnishing Sector Skill Council (AMHSSC) is a joint venture of Ministry of Textiles, Apparel Export Promotion Council and National Skill Development Corporation with its Registered Office.

Quotations are invited as per terms and conditions for the following items:

S. No	Description	Quantity in nos.	Rate Per item (Rs.)
1	Brochure Size : 12" (W) x 9" (H) Paper : 170 GSM Cover : 300 GSM Printing: 4 color, Cover + Inside, Digital Printing Charges of additional leaf of 4 pages ____	50	
2	Self addressed envelope without window (White) – sample to be shown and approved by AMHSSC	1000	
3	Self addressed envelope (A4 size) laminated inside – sample to be shown and approved by AMHSSC	1000	
4	Self addressed envelope (A3 size) laminated inside– sample to be shown and approved by AMHSSC	1000	
5	Visiting Cards (200 nos.) in approved template available with AMHSSC		
6	Letter heads Size : 100 GSM Executive Bond Paper in approved template available with AMHSSC	1000	
7	Note pad with Front Cover containing Company Logo and Name. Pages : 15-20 pages	100	
8	Identity Card for Employees (with Photo) / Visitor's – sample to be shown and approved by AMHSSC		
9	Printing of Certificates – in approved template / paper available with AMHSSC	500	
10	Printing of (a) Diary with company logo (b) Table calendar with Company Logo and address sample to be shown and approved by AMHSSC	25 each	
11	Printing of Company Name on Pens / Pencils – sample to be shown and approved by AMHSSC	50 each	
12	Single Page- Multicolor Flyer	500	
13	Standee	Rate only	
14	Banner	Rate only	
15	Customized folders- sample to be seen at office	Rate only	

1. Kindly send your quotation in a **SEALED** cover to the undersigned at **Apparel, Made-Ups and Home Furnishing Sector Skill Council, Apparel House, Indian Building Congress, 1st Floor, Sector-6, R.K Puram, New Delhi-110022.**
2. The specimen/original samples can be seen / collected at our Delhi office, during office hours on all working days (Monday to Friday) in between 09.00 a.m. to 5.00 p.m.
3. The rates should include cost of good quality paper including labour, delivery at Delhi Office, etc.
4. Taxes will be extra.
5. **No quotation shall be accepted after the last date i.e. 8th February 2019.**
6. The work would be assigned to the party quoting the lowest rate in part or in full.
7. The term of the agreement would be for a period of one year.
8. No advance payment shall be released for any printing work.
9. PAN number of the firm/company should be mentioned and copy should be attached.
10. The printer should have sufficient infrastructure for providing printing services and outsourcing is not permissible.
11. The printing matter will be provided by AMHSSC and the Party should send the sample before final printing. The matter can be provided in original or on email as per requirement.
12. Payment will be made through cheque upon submission of bill. All bills should be submitted in original.
13. TDS will be deducted from the bill as per rules.
14. Payment will be made only after completion of satisfactory work.
15. AMHSSC reserves the right to reject or accept any or all applications without assigning any reason(s).
16. In case of any dispute, decision of CEO, AMHSSC, shall be final and binding.
17. In case of delayed/defective delivery, penalty will be imposed as per the decision of the CEO.

Smritee
22/1/19

Ms. Smritee Dwivedi
Director- Operations