



CEMENT CORPORATION OF INDIA LTD.

(A GOVT.OF INDIA ENTERPRISE)

CCI HOUSE, 87, NEHRU PLACE

NEW DELHI-110 019

PHONE: 011-26288487,30880183, FAX:011 – 26210232

CIN-U74899DL1965GOI004322

Ref No.: 7(07)/19-MMO

Dated :18-02-2020

SPEED POST / COURIER

TENDER ENQUIRY

Last date for Tender Submission is 03.03.2020 upto 3:00 PM

Please quote your minimum rate for printing and supply of following items on annual rate contract basis. These rates will be valid for one year from the date of award of contract and extendable for another one year on the same terms & conditions provided performance of the party is found satisfactory in the previous year. Tender will be opened on 03.03.2020 at 3:30 PM.

S.No.	Description	Unit	Qty	Rate (Rs.) per Unit (Box/Pad)
1.	Visiting cards RB9 paper (300 GSM) Printed double folding (one side Hindi and other side English) in black / blue in box of 100 cards.	Box	20	
2.	Visiting cards Mat paper (300 GSM) Printed both sides (one side Hindi and other side English) in black / blue in box of 100 cards.	Box	80	
3.	Letter Pads A-5 size (containing 100 leaves in each pad) for Doctor prescription in black white Ex-Bond screen paper	Pad	30	
4.	Letter Pads A-4 size (containing 100 leaves in each pad) on Royal Ex-Bond 80 GSM paper, screen printing and CCI logo embossive	Pad	20	

- Before bulk printing the proof has to be got approved from us.
- Job will be done as and when required.

TERMS& CONDITIONS:

1. Rate should be quoted inclusive of GST and on FOR destination basis.
2. Rate should be quoted on F.O.R. destination basis i.e.MMDdeptt. SCOPE Complex, Lodhi Road, New Delhi – 110003.
3. Your offer should be valid for the period of 60 days from the date of tender opening.
4. Please quote the minimum delivery period, from the date of providing sample.
5. 100% payment shall be released through RTGS/NEFT within 30 days of receipt and acceptance of material at our end. You are advised to provide the bank details on confirmation of order.
6. The quantities given are tentative and subject to variation by $\pm 20\%$. However, the visiting cards are to be delivered as and when required within 3 days from time of intimation.

Thanking You,

Yours Faithfully

SM (MM)