



CEMENT CORPORATION OF INDIA LIMITED
(A Govt. of India Enterprise)
CCI House, 87, Nehru Place,
NEW DELHI 110 019
Phone : 30880183 / 26288487 : FAX : 26210232
CIN-U74899DL1965PLCOO4322

Ref : 7(11)/14-MMO

Dated : 15.01.2015

TENDER ENQUIRY

LAST DATE FOR SUBMISSION IS
02.02.2015 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 found satisfactory in the previous year. Tender will be opened on the same day of submission at 3.30 PM :

S.No.	Description	Unit	Qty.	Rate(Rs.) each net
1.	Visiting cards hard beads paper (300 GSM mat) Printed both sides (one side Hindi and other side English) in black / blue as per sample in box of 100 cards.	Box	200	
2.	Letter Pads A-4 size (containing 100 leaves each Pad) in black/blue colour on ex-Bond screen printing, as per our sample.	Pad	200	
3.	Letter pads small size for Doctor prescription (containing 100 leaves each pad) in black and white on ex-Bond screen printing as per our sample.	Pad	50	
4.	Letter pad A-4 size (containing 100 leaves on Royal Ex-Bond 80 GSM paper, screen printing and CCI logo embossive as per our sample.	Pad	100	

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

TERMS & CONDITIONS :

1. Rate of sales tax, excise duty, VAT etc., if applicable, should be clearly mentioned in your offer, otherwise shall be considered as inclusive in the rate.
2. Rate should be quoted on F.O.R. destination basis i.e. Admn. Deptt. SCOPE Complex, Lodhi Road, New Delhi-110003.
3. Your offer should be valid for a period of 90 days from the date of tender opening.
4. Please quote the minimum delivery period, if purchase order placed on your company.
5. 100% payment shall be released within 30 days of receipt and acceptance of material at our end.
6. If the supplier do not deliver the materials as per the delivery schedule indicated in the order, a liquidated damages @ 0.5% per fortnight shall be levied for undelivered portion subject to maximum of 5% value of order.

Thanking you,

Yours faithfully,

MANAGER(MM)