



No.SFAC/1-2/1/2015-G.A.

Dated: 22.06.2017

To

Sub: Limited quotation for printing of official stationery – Reg.

Sir,

Sealed quotations are invited from experienced professional press to quote rates for printing of official stationery which shall be valid for a period of one year from the date of issue of Work Order. The rates quoted shall be exclusive of applicable taxes. The quotation should be submitted under authorized signature and seal of the agency. List of items to be printed is given as under:-

S.No.	Description of Job	Size	Qty.	Rates
1	Letter Head executive bond paper 100 GSM raising printing (Four colour)	A-4	100 pads	
2	Note Sheet Pad: (Size: 8" x 13.125"	A-5	100 pads	
3	Envelope Window : 9.75" x 4.25"		5000	
4	Envelope Plain: 9.75" x 4.25"		5000	
5	Visiting Card (Four colour) (Both Side)		200	
6	File Cover		2000	

Eligibility Conditions:-

- The firm should have experience of at least 3 year in the field of printing and supply of miscellaneous office stationary items to Govt/PSUs/Govt. Autonomous bodies.
- The average turn-over of the firm during the last 3 years should be Rs.5 lakhs or above.
- The firm should be have PAN number and it should be registered with the concerned tax authorities like Services tax. VAT etc.
- The firm should not be black listed by the government department or any PSU. An undertaking in this regard may be attached with quotation.

The bidders should furnish their quotation as per above description of job in a sealed cover and may be submitted in this office on or before 16.00 hrs of 30th June, 2017. SFAC reserves the right to reject all or any of the quotations and also terminate the contract without assigning any reason. The contract may be extended for one year on same T&C depending on satisfactory service.

Note:- Documents in support of their experience, turnover and registration with Tax authorities may be attached with quotation.

Yours faithfully,

(Dr. Sumathi S.)

Deputy Director(Admn.)

Small Farmers' Agribusiness Consortium

(Society sponsored by Dept. of Agriculture, Cooperation & Farmers Welfare, Govt. of India)

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