

DOEACC SOCIETY

(An Autonomous Scientific Society of Department of Information Technology
Ministry of Communications and Information Technology, Govt. of India)

Ref. No. 1(13)2010 DOEACC Soc.

20th May, 2010

Subject: Quotation for Supply of Envelopes

Sir,

I take this opportunity to inform you that this Society is looking to empanel suitable vendor with regard to supply of printed envelopes. In this regard, we are pleased to invite you to quote your lowest rates for supply of envelopes. The scope of the contract would involve printing and supply of envelopes as and when required on the rates approved under this contract during the period of contract (indicating yearly consumption indicated against each).

Sl. No.	Envelopes specification	Estimated Yearly consumption
i)	9"X4" size white window envelopes with single side printing of DOEACC address on 75 gsm maplitho white paper (Size of the window: 4"X2")	2,20,000 Nos.
ii)	9"X4" size white plain envelopes with single side printing of DOEACC address on 75 gsm maplitho white paper	20,000 Nos.
iii)	10"X12" size envelopes (cloth inside) with single side printing of DOEACC address on 80 gsm yellow parchment paper	30,000 Nos.
iv)	12"X16" size envelopes (cloth inside) with single side printing of DOEACC address on 80 gsm yellow parchment paper	6,000 Nos.

The consumption is only symbolic and exact quantities to be supplied will be as per actual requirement ordered on case to case basis.

2. You are requested to quote your lowest rates for supply of the above items on following terms:-
 - a) The vendor selected for empanelment will provide services and supply printed envelopes as per the time schedule indicated in the supply orders issued from time to time. At times the materials may have to be supplied at short notice of 5 to 7 days keeping in view the urgency.
 - b) The contract awarded shall be valid for a minimum period of two years from the date of its award and no change in rates during this period shall be allowed, unless there is a price escalation of more than 10% in the market.
 - c) DOEACC Society reserves the right to reject the item, if found unsuitable or not confirming to the specification/samples.
 - d) The company will have to quote for all the above sizes of mentioned Envelopes.
 - e) All taxes- Sale tax, service tax etc. (if applicable) should be specified separately.

- f) The payment shall be made within ten days against a pre-receipted bill after satisfactory supply of items, ordered, as per quantity and quality indicated in the purchase order.
- g) The proposal should be accompanied by EMD of Rs. 1,000/-.
- h) Once the vendor is selected, they will submit performance warantee of a value equal to 10% of the Annual cost of material calculated based on rates quoted and the estimated quantities indicated above. The security can be submitted in the form of Bank Guarantee from a scheduled Bank valid for 26 months from date of award of contract.

3. Your quotation must reach the undersigned in sealed cover duly superscribed with “**Quotation for the supply of Envelopes to DOEACC Society**” and addressed to the Asstt. Director (Admin), DOEACC Society, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 **at or before 1500 hrs on 10/6/2010**. The quotations would be **opened on 11/6/2010 at 1100 hrs in this Office**. In case, you desire so, you may depute your representative for participating in the opening process.

Yours Faithfully,

(S.C. Dhyani)
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