



सामग्री प्रबंधन विभाग / DEPARTMENT OF MATERIALS MANAGEMENT

सं. भा.वि.प्रा. / द.क्षेत्र / आर.ई.डी. स्टोर / रबड़ की मोहर / २०२२ - २०२३
Ref. No.: AAI / SR / RED STORES / RUBBER STAMP / 2022 - 2023

दिनांक
Dated : 18-05-2022

To

Subject:- Printing and supply of Visiting cards, Name Boards, Polymer Stamps and Self-inking Stamp on Annual Rate contract – reg

Dear Sir/s,

Lowest quotations are invited from the **Chennai based** printing agencies / firms by the **Assistant Manager (MM), O/o Assistant General Manager (Tech), Airports Authority of India, Southern Region, Chennai Airport, Chennai – 600 016** for Printing & Supply of Visiting cards, Name Boards, Polymer Stamps and Self-inking Stamp on Annual Rate contract under the enclosed Terms & Conditions. The quotation is for annual rate contract for the period of one year and the same can be extendable for another six months by mutual acceptance.

The details of the quantity and specifications are given in the enclosed quotation format (**Annexure-A**). It is requested that your quotation shall be submitted in the sealed cover super scribing “**QUOTATION FOR PRINTING & SUPPLY OF VISITING CARDS, NAME BOARDS, POLYMER STAMPS AND SELF-INKING STAMP ON ANNUAL RATE CONTRACT**” addressed to the **Assistant Manager (MM), RED Store Section, First Floor of Bank of Baroda, Opposite to Old Meenambakkam Airport, Meenambakkam, Chennai - 600 016** on or before **31-05-2022, 1530 Hrs.** and shall be opened on same day (**31-05-2022**) at **1600 Hrs.**

Terms & Conditions

- The quotations are invited only from the Chennai based printing agencies / firms.**
- The quotation is for annual rate contract for the period of one year and the same can be extendable for another six months by mutual acceptance.**
- The validity of your quotation should be for **90 days**. No price escalation is allowed till completion of the contract. No advance payment will be made.
- The price quoted should include with all charges like transportation and delivery charges.
- The quotations will be finalized on total value only not on item wise.**

K. Ramnathan 18/5 Contd. 2..



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6. Supply order will be place on as and when required basis only.
7. The items should be delivered within Twenty (20) days from the date of approval of final proof, failing which liquidated damages shall be applicable @1% (one percent) of the total value of the undelivered items per week subject to a ceiling of 5% of the ordered value.
8. The Regional Executive Director, AAI, Southern Region reserves the rights to change/modify the requirements or to postpone/accept or reject the tender in full or part of this Notice or cancel without assigning any reason thereof and it is not bound to accept the lowest offer.
9. The bill should be raised monthly for the work completed in that month. Payment will be released against invoice/bill within 15 – 20 days on receipt of items in good condition as per the specification of our Supply Order.
10. **The Specimen / type of the items can be inspected at our office between 1030 Hrs to 1230 Hrs and 1430 Hrs to 1600 Hrs on working days.**

K. Karunanithi
18/5

(के. करुणानिति / K. KARUNANITHI)

सहायक प्रबंधक (एम.एम.) / ASSISTANT MANAGER (MM)

कृते सहायक महाप्रबंधक (टेक) / FOR ASSISTANT GENERAL MANAGER (TECH.)

दक्षिणी क्षेत्र, चेन्नई / SOUTHERN REGION : CHENNAI – 16

(Phone No.044-2256 7727)

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Quotation Due Date: 31-05-2022

ANNEXURE – A

QUOTATION FORMAT

SL. No.	DESCRIPTION OF ITEMS				
1.	RUBBER STAMP - Square Type - Bi lingual – Hindi & English	RATE PER UNIT Rs.	GST %	GST AMOUNT	RATE INCLUSIVE OF GST
	Stamp size – 38mm X 12mm 3 Lines				
	Charges for additional line (per line)				
2.	Date Stamp with office stamp fixed in it indicating 31 days, 12 months & 10 year (bi-lingual) good quality	RATE PER UNIT Rs.	GST %	GST AMOUNT	RATE INCLUSIVE OF GST
	Full Set with date stamp and polymer printing				
3.	SELF-INKING STAMP - Sun Stamper Box Type - Bi lingual – Hindi & English	RATE PER UNIT Rs.	GST %	GST AMOUNT	RATE INCLUSIVE OF GST
	Self-Ink Stamp Size 23 x 63 mm – Min 4 lines				
	Charges for additional line (per line)				
4.	NAME BOARD – Trilingual (Tamil, Hindi & English) – Foam Type	RATE PER Sq. Inch Rs.	GST %	GST AMOUNT	RATE INCLUSIVE OF GST
	Rate Per Sq. Inch.				
5.	VISITING CARDS (Bi lingual Hindi & English) Type : Texture Cards (Paper base) Printing : Double side Screen Printing in Single Colour.	RATE PER 100 Cards (including Card and Printing) Rs.	GST%	GST AMOUNT	RATE INCLUSIVE OF GST
	Rate Per 100 Cards				

I agree the terms and conditions mentioned in the NIQ Letter No: AAI/SR/MM/PTG/2019 dated :25-10-2019.

SIGNATURE OF THE SUPPLIER:

NAME:

ADDRESS:

Tel / Mobile:

OFFICE SEAL