

राष्ट्रीय इलेक्ट्रानिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)
National Institute of Electronics and Information Technology (NIELIT)
Formerly DOEACC SOCIETY
(An Autonomous Scientific Society of Department of Electronics & Information Technology
Ministry of Communications and Information Technology, Govt. of India)

Ref. No. 1(13)2010- NIELIT

14th June, 2012

Subject: Quotation for Supply of Envelopes

Sir,

I take this opportunity to inform you that this Institute 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 NIELIT address on 75 gsm maplitho white paper (Size of the window: 4"X2")	1,10,000 Nos.
ii)	9"X6" size white window envelopes with single side printing of NIELIT address on 75 gsm maplitho white paper (Size of the window: 4"X2.5")	85,000 Nos.
iii)	9"X4" size white plain envelopes with single side printing of NIELIT address on 75 gsm maplitho white paper	20,000 Nos.
iv)	10"X12" size envelopes (cloth inside) with single side printing of NIELIT address on 80 gsm yellow parchment paper	30,000 Nos.
v)	12"X16" size envelopes (cloth inside) with single side printing of NIELIT address on 80 gsm yellow parchment paper	6,000 Nos.

The consumption is only estimated numbers based on past experience and exact quantities to be supplied will be as per actual requirement ordered on case to case basis.

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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 7 to 10 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) NIELIT reserves the right to reject the items, 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 fifteen 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) The empanelment would be valid for a period of two years from the date of award and no upward revision of rates during this period shall be permitted unless there is rise in prices of paper by 10%. The vendor shall give atleast 45 days notice for increase in prices along with full justification. The decision of the Executive Director, NIELIT, to accept the request for increase in price shall be final.
 - i) Either party may terminate the contract by giving a notice of 60 days.
 - j) 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 NIELIT”** and addressed to the Deputy Director (Administration), NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 **at or before 15:00 hrs on 05/7/2012**. The quotations would be **opened on 06/7/2012 at 11:00 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)
Deputy. Director (Admn.)
Ph.-24365592
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