



RGHCL 15 APC 01 2023-24

Date: 18.07.2023

Sub: Quotation for Printing of Letter heads, Visiting Cards, Log Books & Envelope etc., of the Company

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The Quotations are invited from the reputed printers for the supply of stationery viz., Letter heads, Visiting Cards & Envelopes of the Company, by downloading the document through RGHCL Website:<http://ashraya.karnataka.gov.in>

1.	Particulars and quantity of stationery	As mentioned in the price schedule –Annexure 1
2.	Last Date and time for submitting the quotations	28.07.2023 before 4.00 P.M
3.	Date and time for opening of the quotations	28.07.2023 @ 4.30 P.M
4.	Intimation to the qualified firm	will be intimated later

The Quotations of printing firms will be evaluated based on the qualifying criteria as mention below:

1. The Printing firms should be officially registered.
2. The Printing firms must have supplied similar type of printing items at least 80% of the quantity in any one of the last two years.
3. The Printing firms should furnish the details of the clients to whom supplies have been done specially Government Department or Organizations.
4. The Printing firms/shops should furnish the financial turnover of the last two years, certified by the Chartered Accountant.
5. The Printing firms/shops should furnish the GST Details.
6. The Printing firms/shops should submit the price list of printing items in the specified "Price schedule" format only, which is enclosed as Annexure-1.
7. The prices quoted by the printing firms/shops should valid for a period of one year. But the supply orders will be issued based on the requirement of the materials on monthly basis or as and when required.
8. If at any time, the services of the Printing firms/shops are not found satisfactory, the RGHCL reserves the right to terminate the contract without giving any notice. In case Printing firms/shops wants to terminate the contract they will be required to give one month's notice to the RGHCL failing which the RGHCL shall not release the pending payments subject to maximum of one month.
9. If the above terms & conditions are agreeable, you are required to submit your quotation to General Manager (PI), RGHCL. # Cauvery Bhavan, 9th Floor, E&F Block, K.G.Road, Bangalore in sealed envelope super-scribing as "Quotation for Printing of Letter heads, Visiting Cards, Log Books & Envelops of the Company on or before 28.07.2022
10. The Printing firms/shops may contact Assistant General Manager(Adm) on phone vide numbers 080-23118888, for any information related to quotation.


Assistant General Manager (Adm)

Copy to : System Analyst to upload the Quotation document on the Website of RGHCL.

Price Schedule Annexure-1

Sl. No.	Particulars	Quantity	Rate
01	Letter heads on 80gsm map litho paper, both English & Kannada 3 colour, 4 impressions	1pad/100 sheets	
02	Letter heads on 80gsm map litho paper, both English & Kannada 4 colour, 4 impressions	1pad/100 sheets	
03	Visiting cards 3 colour 4 impressions	100 cards	
04	10½ X 4 ½ "White cover (map litho) with printing (Single Colour)	1000 covers	
05	10½ X 4 ½ " brown cover (maplitho) with printing (Single Colour)	1000 covers	
06	10½ X 4 ½ "white cover (maplitho) with printing (window envelop) (Single Colour)	1000 covers	
07	A4 white cover (map litho) with printing (Single Colour)	1000 covers	
08	A4 White cover (maplitho) with printing (Single Colour)	1000 covers	
09	A4 Brown cover (maplitho) with printing (Single Colour)	1000 covers	
10	A3 White cover (maplitho) with printing (Single Colour)	1000 covers	
11	A3 Brown cover (maplitho) with printing (Single Colour)	1000 covers	
12	Log Book- A4 size 75 gsm	250 Pages	
13	Receipt Book	100 Pages	


Assistant General Manager (Adm)