

SPICES BOARD
(Ministry of Commerce & Industry, Govt. of India)
Palarivattom.P.O. N H By Pass
Kochi -682025
Phone: 0484-2333606
Email: spicesboard@vsnl.com

PUB/EXI/24/09-10

6th January 2010

Sub: Quotation for making & preparation of Spice gift boxes.

The Spices Board has decided to invite quotations for making and preparation of Spice gift boxes of two different sizes. The details of the boxes to be made and prepared are given below. You are requested to quote your lowest rates for the above work in the format given below.

1. The rates quoted by you will be valid for a period of one year from the date of receipt of work order.
2. The design of the box and the material for printing finalized by us will be given in CD.
3. The quality of the paper for the boxes specified should be used exactly as per the details given. Any change by using inferior quality will result in non-payment and cancellation of work order without any notice.
4. Quotations that are incomplete, late and without rates for any of the items listed will not be considered.
5. Quotations should be furnished in the format given. Quotations in changed format and without sample papers will not be considered.
6. In case of future requirements of the spice gift boxes, the Board will issue repeat orders based on the current quotation. Any likely change in rates may also be indicated in the format given.

The quotations together with sample papers in **sealed cover** super scribed as "Quotation for making and printing of Spice Gift Boxes" should reach the **Secretary, Spices Board, Cochin -25** latest by Monday, 17th January 2011 before 11 am. The quotations will be opened in the presence of Purchase / Works committee of the Board on a date decided by the said committee.

The Board reserves the right to accept or reject any quotations without assigning any reasons. Even after issuing the work order if the Board faces any sort of inconvenience in the production and timely release due to any fault on the part of the printer, the Board reserves the right to cancel the work order with out further notice. You may quote your rates for making and printing subject to the above conditions. In the event of any dispute, the decision of Secretary, Spices Board shall be final.

Sd/-

Dr.P.S.Sreekantan Thampi
DEPUTY DIRECTOR (PUBLICITY)

P TO

**QUOTATION FORMAT
MAKING AND PREPARATION OF SPICE GIFT BOXES**

Name and address of the printer
With contact tele / fax/ e mail ids :

Box 01 [Top & Bottom]

Box 01 (Top & Bottom)

Size 7.5" x 5.5" x2" (Top Size)
Paper 330gsm art card
Printing Multicolor (Top & Bottom)
Lamination Mat (Top & Bottom)
Die Cutting Yes (Both, top & bottom)
Quantity 2500nos (top & bottom each)

Rates for making and printing :

Taxes etc :

**In case of repeat orders within a year
from the date of the first work order :**

Any other charges if any :

Box 02 (Top & Bottom)

Size 5.5" x 5.5" x1" (Top Size)
Paper 330gsm art card
Printing Multicolor (Top & Bottom)
Lamination Mat (Top & Bottom)
Die Cutting Yes (Both, top & bottom)
Quantity 2500nos (top & bottom each)

Rates for making and printing :

Taxes etc :

**In case of repeat orders within a year
from the date of the first work order :**

Any other charges if any :

Place:

Date:

Name:

Signature: