

(To be Filled-in by the Applicant)

1. Name of the Firm/Company/Printing Press:

2. Proprietor/ Partnership: _____

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. ***Attach a complete profile of the agency in view of the tender evaluation form**

[Signature and date with official Seal of bidder]

The cost for the printing of all following items in quantity shall be quoted by the firm/company/printing press.

S #	Name of items Minimum Specification Standard	Quantity					
		200	300	500	1000	1500	2000
1	Envelope A-4 Size with pasting strip inside: - Size: A-4 Weight: On 90gm paper (Other Specs as per IGNITE sample)						
2	Envelope Large Size with pasting strip inside: - Size: Large Weight: On 90gm paper (Other Specs as per IGNITE sample)						
3	Envelope Small Size with pasting strip inside: - Size: Small Weight: On 90gm paper (Other Specs as per IGNITE sample)						
4	Envelope Window 9x4 with pasting strip inside: - Size: Small Weight: On 90gm paper (Other Specs as per IGNITE sample)						
5	File Folder with Pocket inside: - Weight: 310 gm on Every Card with lamination Colored with Logo (Other Specs as per IGNITE sample)						
6	File Cover: - Weight: 380gm & above Colored with logo & text (Other Specs as per IGNITE sample)						
7.	Letter Head Pad: - Size: A-4 Paper: 120gm (imported) cream paper 100 sheets in each Pad and Header with logo of Government & Ignite and Footer with address, Phone & Fax No (Other Specs as per Ignite sample)						
8.	Note Pad: - Medium size with spiral binding (Other Specs as per Ignite sample)						
9	Business (Visiting) Cards: - Printing on Both Sides, Multi-colour on Cream Albaster Card with die-cutting (As per sample of Ignite sample)						

10.	Designing and Printing of official ID Card on PVC Card (Front and Back Digital Printing) with Hard Plastic Cover and YOYO hook with Ignite logo branding (As per Ignite sample)	Per head cost
11.	Name Plate (Steel/Aluminum): Size:12 x 4 with bottom packing and double tap for pasting on glass	Per head cost
12.	Name Plate (Frosted glass): Size:12 x 4 with double tap for pasting on glass	Per head cost
13.	Any other printing items As per the requirement of Ignite	Through quotation(s) as & when required

Important Notes:

1. Paper weightage should be quoted as specified against each item in the above table, otherwise, the bid will be rejected straight away.
2. The specimen of items mentioned above can be collected from Deputy Manager Admin (11:00 AM to 3:00 PM) except for Saturday & Sunday from the office of Ignite National Technology Fund.
3. Service provider(s) would be responsible to deliver the printed material to the office of Ignite at their own cost and risk.
4. All quoted prices should be clearly mentioned with or without applicable taxes.
5. Selection/Evaluation will be made on the bases of 40:60 against evaluation (technical and financial) assessment, respectively.
6. The bidder shall submit its bid with bid security of **Rs:25,000/-** in the shape of a bank draft/pay order with a validity of 90 days.
7. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
8. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.

[Signature and date with official Seal]