



# THE SPORTS AUTHORITY OF GOA

Dr. Shyama Prasad Mukherjee Indoor Stadium,  
1st Floor, East Wing, Goa University Complex, Taleigao- Goa 403206

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**No.** NGS/ADM/36<sup>th</sup> NG LAUNCH EVENT/89/2018-19/3452 **Date:**22/11/2018

## REQUEST FOR QUOTATION/ QUOTATION NOTICE

The Sports Authority of Goa has been appointed as the Functional Area (Office Administration). The Executive Director, SAG invites sealed quotations for **“Procurement of printed merchandise for the Launch Event of the 36<sup>th</sup> National Games, Goa- 2019”**, so as to receive the same upto 27/11/2018 at 11.00 A.M. for the items as listed in the attached Annexure A, subject to the terms and conditions as under:

### TERMS & CONDITONS

1. The Quotationers/ agency should submit their quotation superscripted as “Quotation for **Procurement of printed merchandise for the Launch Event of the 36<sup>th</sup> National Games, Goa- 2019**”.
2. The rates quoted should be inclusive of all taxes, levies, incidental charges, transportation charges etc., if any. No separate taxes or such additional charges will be paid.
3. The rates quoted by the Quotationers shall be valid for 3 months from the date of Opening of Tender. The validity can however be extended with mutual consent.
4. Item-wise selection would be undertaken based on the lowest offered cost.
5. The quotations received shall be opened on the 27/11/2018 at 12:00 noon in the Office of the Jt. Director of Accounts, SAG. The Quotationers are requested to be present at the time of opening of the quotation in the office of the SAG.
6. An EMD of Rs. 3,000/- in the form of D.D. should accompany the quotation which should be drawn in favour of Executive Director, Sports Authority of Goa, payable at Panaji, without which the bid will be summarily rejected.
7. The Executive Director, SAG, does not bind himself to accept the whole or part of the quantity offered and the Quotationer shall supply the materials at the quoted rates only.
8. The quotation should be accompanied by Catalogue/sample of every item for which rates quoted in the quotation or else are liable to be rejected.

9. The material supplied, if received in damaged condition the same shall have to be replaced without any extra charges.
10. The supply of **material ordered should be made available within 7 days from the date of issue of Supply Order.**
11. The Executive Director, SAG, reserves the right to accept or cancel any order depending on the exigencies of service and requirements.
12. The Quotationers are requested to submit attested copy of PAN Card and GSTIN Certificate.

S/d  
**(Satyawan Talwadkar)**  
**Jt. Director - Accounts**

**ANNEXURE A**

<b>Sr. No.</b>	<b>Description</b> (as per specification/ artwork)	<b>Rate per piece</b>	<b>Qty.</b>	<b>Amount</b>	<b>Taxes</b>	<b>Total Amount</b> (Inclusive of all taxes)
1.	<p><b>Diary</b></p> <p>Outer cover size 25x17 cms printed on 800 gsm board with mat lamination</p> <p>Inner pages size 24x16 cms printed in single colour with grey lines of gap 10 mm in between.</p> <p>With wiro binding</p>		500 nos.			
2.	<p><b>Writing pads</b></p> <p>Size 5.5"x 8.5"</p> <p>120 gsm German Alabaster with lines of spacing 10 mm printed in multicolour on both sides</p> <p>Cover of 210 gsm art card with multicolour printing &amp; mat lamination Base of 350 gsm White back ITC board.</p>		500 nos.			
3.	<p><b>Invitation card</b></p> <p>Size 8.5"x5.5"</p> <p>270 gsm Rendezvous Super White Card with multicolour printing,</p> <p>Metal Gel UV Highlighter in Gold/Silver shades &amp; texture UV and Spot UV.</p>		300 nos.			
4.	<p><b>Envelops</b></p> <p>Size 9"x6"</p> <p>160 gsm Rendezvous Super White paper with multicolour printing &amp; spot UV.</p>		300 nos.			
5.	<p><b>Visiting Cards</b></p> <p>300 gsm art card mat lamination &amp; spot UV.</p>		300 nos.			
6.	<p><b>Letter Heads</b></p> <p>i) A4 size</p> <p>ii) Legal Size</p>		100 nos.			

**\*Specification/ artwork will be provided by this Office**