

Printing and supply of Wall Calendars - 2009

Sealed quotations are invited from reputed printers and suppliers of calendars for printing and supply of 25000 calendars for the year 2009 for National Bank for Agriculture and Rural Development (NABARD). Printers and Suppliers of calendars should have printing facilities at Mumbai and should have in the past two years successfully executed individual customer's orders of supplying more than 25,000 'Regular' calendars (size 22"H x 15"W) in a year. The specifications of the calendar proposed to be printed as well as the terms and conditions are furnished in Annexures I & II. The same is also available for perusal in the office of the undersigned between 11.00 hrs. to 16.00 hrs. on any working day from ***25 August 2008 to 04 September 2008.***

Quotations in two parts i.e. **Part I**, containing details of past performance/experience duly supported by copies of supply orders/bills and **Part II** containing the rates (in prescribed proforma - Annexure-II) should be submitted **in sealed cover** addressed to Shri J.C.Mishra, Chief General Manager, and superscribed "Printing and Supply of Bank's Calendars - 2009" should reach him not later than 16.00 hrs on 05 September 2008. Quotations not submitted in the prescribed manner, will not be accepted. The Bank reserves the right to accept or reject any or all quotations without assigning any reasons therefor.

P.R.Krishnamoorthy
Assistant General Manager
General Administration Department
National Bank for Agriculture and Rural Development
C-24, 'G' Block, Bandra-Kurla Complex
Bandra (East), Mumbai 400 051

Dated : 13 August 2008

Dear Sir,

**Printing and supply of National Bank's
Wall Calendars for the year 2009**

We propose to print our Bank's Wall Calendars (25000 Nos.) for the ensuing year 2009 and shall be glad if you will please submit your quotation for printing and supply of Wall Calendars.

2. The General Specifications of the calendar are given in **Annexure-I** to this letter. It may please be noted that the calendars will have to be suitably packed for dispatch by specified mode and through the courier agency identified by us to our Regional Offices, Sub Office, Training Establishments located at State Head Quarters and other important places located all over India. Delivery to our Mumbai Office should be free of cost.

3. Quotations giving details of rates towards paper, printing, etc. as called for in **Annexure-II** to this letter may please be submitted in a sealed cover addressed to Shri J.C.Mishra, Chief General Manager, National Bank for Agriculture and Rural Development, GAD-Printing Cell, Ground Floor, 'E' Wing, Plot No.C-24, G-Block, Bandra-Kurla Complex, Bandra(E), Mumbai 400 051 superscribing thereon "Quotation for Wall Calendars 2009" and also quoting the above reference by Registered Post, so as to reach us on or before **05 September 2008 by 16.00 hours.** Alternatively, cover containing the quotation can also personally be deposited in the Bank's Tender Box placed in the office premises 'E' Wing Ground Floor, **by 4.00 p.m. on or before 05 September 2008.**

4. Sealed quotations will be opened on 08 September 2008 at 11.30 a.m. in our Office and you may, if you so desire, be present or depute your representative to be present at that time.

5. The Bank reserves the right to accept/reject any/all quotation/s in full or part at its discretion without assigning any reason therefor and the Bank's decision in this regard shall be final.

6. Clarifications if any, required regarding the above printing job may be obtained from the Bank on any working day during office hours.

7. As we require experienced and reputed printer to undertake the job who has previous experience and who have carried out bulk printing order of about 25000 calendars for reputed firms/ Govt. Organizations/ Commercial Banks etc., a copy of the work order or work completion letter issued by the firms/ Govt. Organizations/ Commercial Banks etc. Should invariably be enclosed along with the quotation letter for our perusal.

Yours faithfully,

(P.R.Krishnamoorthy)
Assistant General Manager

ANNEXURE-I

PRINTING OF WALL CALENDAR 2009 - GENERAL SPECIFICATIONS

1	No. of Calendars to be printed	:	25000 Nos. Rates for printing additional lot/s of 100 Calendars each, if ordered extra may also be quoted.
2	Size	:	22 "H x 15"W
3	Number of pages	:	Six sheets with both side printing & varnishing and a cover page, spiral binding with thick metal rod having curve at the centre for hanging.
4	Paper Quality	:	i) 130 gsm superior quality Indian art paper - Vindhya Kohinoor - 1st grade, etc. for six sheets and 100 gsm for fly leaf (cover page).
5	Paper cost and paper sample	:	Cost of paper to be indicated separately for the brand of paper proposed to be used. The sample paper must indicate the gsm, brand of the paper, name of the manufacturer, etc., duly certified by the Vendor. The details of item-wise quotation for printing may be given in the proforma enclosed (Annexure-II).
6	Calendar pages and processing	:	Every page will have a photograph - covering an area of 9 1/2" x 13 " approximately. The remaining area will cover the dates of current month, last month and next month, NABARD name and logo etc. National Holidays will have to be shown by printing the dates in a different colour. After preparation of complete art work of the calendar, printing is to be done by offset process. Processing and printing of photographs should be done through scanning process. <u>Only pictures/photographs will be supplied by us.</u>
7	Printing	:	Inner pages (Pictures and Months) as well as fly leaf (cover page) will be printed in four colours as per sample provided by us.
8	Period of delivery	:	Printing job is required to be completed within twenty days from the completion of final proof of art work and to be dispatched to outstations latest by 28 November 2008. In the event of failure/delay, Cdemurrhage charges @ Rs.5000/- per day will be

			charged.
9	Mode of delivery	:	<p>1. Calendars will have to be delivered in packs of ten each in Mumbai.</p> <p>2. The calendars meant for Chairman and MD (400 calendars) should be wrapped in brown paper as single item with "With Best Compliments from" sticker pasted on each wrapper/calendar.</p> <p>3. Calendars meant for our various Regional Office (ROs), Sub-Offices (SO) and Training Establishments (TEs) situated in various State Capitals/Important places all over India will have to be kept ready for despatch properly and securely packed in wooden/ corrugated boxes to ensure that there is no damage while dispatching the calendars to places outside Mumbai. The number of calendars to be dispatched to Mumbai and various locations will be separately advised to enable suitable packing.</p>
10	Other Items	:	<p><u>No advance payment will be made by the Bank.</u> Bills for printing the calendar and for packing the same for dispatch to outside centres may be submitted after completion of the work Payment will be made only on receipt of acknowledgment from the concerned offices for having received the calendars in good condition. Income-Tax (TDS) will be deducted at source from final bills at the existing rates and as per the Income Tax rules in force.</p>
11	Taxes	:	Rates quoted shall be inclusive of all taxes/duties/VAT etc.
12	Security Deposit	:	<u>The successful bidder will have to deposit an amount of Rs.25,000/- as security deposit (which will be refunded after satisfactory completion of the order).</u>

ANNEXURE - II

PROFORMA FOR DETAILS OF QUOTATION

A Cost of Paper

- i) 130 gsm superior quality Indian Art Paper (give separate rate for each brand of paper) Rs. _____ for reams
- ii) 100 gsm Super Sun Shine paper Rs. _____ for _____ reams
- Total (i) + (ii) Rs. _____

B Cost of Art work, printing, processing and binding etc. (excluding cost of paper as at 'A')

- i) For four colours on 12 pages & on fly leaf Rs. _____
- ii) For varnishing on 12 pages Rs. _____
- Total (i) + (ii) Rs. _____
- Total cost for 25000 calendars(A+B) Rs. _____

C Packing charges

:	
Box containing No. of Calendars	Rate per box (Rs.)
	<u>Wooden</u> <u>Corrugated</u>
i) 40-60	
ii) 100-125	

D Rates quoted shall be inclusive of all taxes/duties/VAT etc.

E I/We agree to undertake the work subject to terms & conditions stipulated in Annexure-I by the Bank at the rates quoted above.

Signature
Name & Address

Note : Please enclose paper samples certifying full details on it such as gsm & brand name of paper etc. In the absence of the sample paper quotation is likely to be disqualified.