

Printing and supply of Wall Calendars - 2010

Sealed quotations are invited from reputed printers and suppliers of calendars for printing and supply of calendars for the year 2010 for National Bank for Agriculture and Rural Development (NABARD). Printers and Suppliers of calendars should have printing facilities at Mumbai and in the past two years should have 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 as well as the terms and conditions are furnished in the 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 **03 August 2009 to 21 August 2009**.

The 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 a sealed cover** addressed to Shri J.C.Mishra, Chief General Manager, and superscribed "Printing and Supply of Bank's Calendar - 2010" so as to reach him not later than 16.00 hrs on 21 August 2009. The quotations, which are 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.

Shri P.C.Mishra
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 : 27-7-2009

ANNEXURE-I

PRINTING OF WALL CALENDAR 2010 - GENERAL SPECIFICATIONS

- 1 No. of Calendars to be printed : 25000
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 : Indicate the cost of paper separately for the brand of paper proposed to be used. The sample paper must indicate 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 photograph - covering an area of 9 1/2" x 13 " approximately. 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 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. Only pictures / photographs will be supplied by us.
- 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 by 27 November 2009. In the event of [] of failure/delay, demurrage charges @ Rs.5000/- per day will be charged.
- 9 Mode of delivery :
 1. Calendars will have to be delivered in packs of ten each in Mumbai.
 2. The calendars meant for for Chairman and MD(400 calendars) should be wrapped in brown paper as single item "With Best Compliments From" sticker pasted on

each wrapper/calendars.

3. Calendars meant for our various Regional Offices (ROs), 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 despatching calendars directly to outside Mumbai destinations. The number of calendars to be despatched to Mumbai and various locations will be separately advised to enable suitable packing.

- 10 Other Items : No advance payment will be made by the Bank. Bills for printing the calendar and packing the same for despatch to outside centres may be submitted after completion 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 will be deducted at source(TDS) from final bills at the existing rates and as per the income tax rules in force.
- 11 Taxes : Rates quoted shall be inclusive of all taxes / duties / VAT etc.
- 12 Security Deposit : The successful bidder will have to deposit Rs.25,000/- as security deposit (refundable after satisfactory completion of the supply order).

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 & forwarding charges to outstations

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.