

Printing and distribution of Diaries - 2011

Sealed quotations are invited from reputed printers and suppliers of diaries for printing and distribution of three types of diaries viz. Executive (14500 Nos.), Appointment (300 Nos.) and Small (2100 Nos.) for the year 2011 for National Bank for Agriculture and Rural Development (NABARD). Prospective vendors should have the capacity to print and distribute 18000 (Eighteen thousand) diaries and should have in the past two years successfully executed individual customer's order of supplying more than 18000 'Executive (Regular)' diaries (size 24 cm x 17.5 cm) in a year. The specifications of the diaries proposed to be printed as well as the terms and conditions are furnished in the Annexures I and II. The same is also available for perusal in the office of the undersigned between 11.00 hrs. to 16.00 hrs. on all Bank's working day from **09 August 2010 to 13 August 2010**.

The quotations in two parts i.e. **Part I (Technical)** containing details of infrastructure available, past performance/experience duly supported by copies of supply orders/bills and **Part II (Financial)** containing the rates (in the prescribed proforma - Annexure-II & III) should be submitted **in sealed cover** addressed to Shri P.C.Mishra, Chief General Manager and superscribed "**Printing and distribution of Bank's Diaries - 2011**" may be deposited in the tender box kept in our office premises at the address mentioned below. Alternatively, quotations may also be sent by Registered Post to the address mentioned below. In either case, the quotations should reach us not later than **16.00 hrs on 20 August 2010**. Rates must be quoted for all the three types diaries. The printing press of the bidders should be in Mumbai. 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.

Shri P.C.Mishra
Chief General Manager
General Administration Department
National Bank for Agriculture and Rural Development
Plot No. C-24, 'G' Block, Bandra-Kurla Complex
P.B.No.8121, Bandra (East)
Mumbai 400 051

Dated

TERMS AND CONDITIONS

Printing and distribution of Bank Diaries - 2011

- i. Samples of each type of diary should be got approved before printing/manufacturing.
- ii. The order can be increased or reduced by 5% for supply at the quoted rate.
- iii. All the three types of diaries (regular, appointment & small) should be properly packed and delivered at the premises of the Bank in Mumbai as also to the various centres of the Bank in other states positively by 26 November 2010 as per our mailing instructions which will be made available in due course by the Bank. Penalty will be levied @ Rs.5,000/- per day for delay beyond 26 November 2010.
- iv. Specified number of diaries will have to be delivered to our Mumbai office premises at no extra cost.
- v. Diaries meant for dispatch to outstation centres are to be packed as per the numbers to be indicated by the Bank.
- vi. No cost in respect of damaged/mutilated diaries will be reimbursed.
- vii. The successful bidder will have to deposit an amount of Rs.50,000/- as security deposit which will be refunded after successful completion of the supply order.
- viii. Expenditure towards packing, transport/freight, octroi, etc. and charges for the supply of diaries made directly to our offices/training centres outside Mumbai by Rail (Mail Service)/Courier Service (if directed to do so) will be reimbursed on production of separate acknowledgement from each office for having received the diaries under their seal/round stamp.
- ix. No advance payment will be made by the bank. However, bills if otherwise in order, would be paid promptly on receipt of confirmation from our concerned offices/departments for having received specified number of diaries in good condition. Income-tax etc., will be deducted at source (TDS) from the final bills as required under I.T. Act. at applicable rates.
- x. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of diaries of agreed quality and specifications would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.

ANNEXURE - II
SPECIFICATIONS

1. Executive (Regular) Diaries - Quantity : 14500 Nos.

Total 14,500 diaries in 26 cm x 20 cm. size with pages printed in one matching colour on 80 gsm. maplitho paper in natural shade providing for :

- i. Title page to be printed indicating Bank's name, address and logo
- ii. Contents - one page
- iii. Personal memoranda containing details such as Name, address, phone no. Etc. 1 page
- iv. Three years' calendar - 2010, 2011 & 2012 - one page
- v. NABARD at a Glance
- vi. Forward planner 2011 - 2 pages
- vii. 34 pages of general information pertaining to the Bank and other utility services printed in Hindi and English (material will be provided/supplied by the Bank). Designing/page set-up to be done and thereafter a neat, clean and clear proof to be submitted for approval by the Bank.
- viii. Monthly Planners. (Month at a glance) - 2 pages for each month.
- ix. Date pages containing three dates on each page - 2 pages per week (layout to be got approved).
- x. Details of STD/ISD codes/weight & Measure/Conversion 8 pages
- xi. 8 pages at the end of diary with alphabetical index for writing Names, Addresses and Telephone Numbers .
- xii. Two pages for printing maps as may be decided by the Bank to be printed in 4 colours on 135 gsm. good quality art paper. (map of India should be the latest one, which is approved by the Central Government authorities).
- xiii. One sheet containing one photograph(to be supplied by the Bank) to be printed in 4 colours on 135 gsm. good quality art paper. Backside of the sheet will be blank.
- xiv. Kolbus Binding - Sections sewn and hard bound with the good quality binding material.
- xv. Good quality marking thread of matching colour properly fixed in each diary.
- xvi. Diary cover and Carton in duplex laminated board of superior quality material and approved colour with NABARD's name in Hindi and English, its emblem and year 2011 printed impressively in Silver/Gold foil as may be decided by the Bank.

2. Appointment Diaries - Quantity : 300 Nos. (26 cm x 20 cm)

Specifications as per sample diary available for perusal in the department. The other requirements/contents are as follows :

- i. Title page to be printed indicating Bank's name, address and logo 1 Page
- ii. Contents 1 Page
- iii. Personal memoranda containing details such as Name, address, phone no. Etc. 1 page
- iv. Three years calendar 2010, 2011 & 2012 1 page
- v. NABARD at a Glance 1 page
- vi. 28 pages of general information pertaining to the Bank and other utility services printed in Hindi and English (material will be provided/supplied by the Bank). Designing/page set-up to be done and thereafter a neat, clean and clear proof to be submitted for approval by the Bank.
- vii. Forward planner 2011 2 pages
- viii. One date per page (Saturday-Sunday one page) - Superior quality paper : 315 pages (approx.)
- ix. Details of STD/ISD codes/weight & Measure/Conversion 8 pages
- x. Names/Address/Telephone No. with alphabetical Index & Notes 8 pages
- xi. Diary cover and carton in duplex laminates board of superior quality material. NABARD's name in Hindi and English, its emblem/logo and year 2011 to be embossed/printed impressively in Silver/Gold foil as may be decided by the Bank.
- xii. One sheet containing one photograph (to be supplied by the Bank) to be printed in 4 colours on 135 gsm. good quality art paper. Backside of the sheet will be blank
- xiii. Two pages for printing maps as may be decided by the Bank to be printed in 4 colours on 135 gsm. good quality art paper. (map of India should be the latest one, which is approved by the Central Government authorities).
- xiv. Good quality marking thread of matching colour properly fixed in each diary.

3. Specification for National Bank's small diaries - 2011

Total 2100 diaries in 21 cm x 14 cm. size with pages printed in one matching colour on 80 gsm. maplitho paper in natural shade providing for :

- i. Title page to be printed indicating Bank's name, address and logo 1 Page
- ii. Contents 1 Page
- iii. Personal memoranda containing details such as Name, address, phone no. Etc. : 1 page
- iv. Three years calendar 2010, 2011 & 2012 1 page
- v. NABARD at a Glance 1 page
- vi. 22 pages of general information pertaining to the Bank and other utility services printed in Hindi and English (material will be provided/supplied by the Bank). Designing/page set-up to be done and thereafter a neat, clean and clear proof to be submitted for approval by the Bank.
- vii. Date pages containing two dates on each page - 3 pages per week (layout to be got approved).
- viii. Details of STD/ISD codes/weight & Measure/Conversion 8 pages
- ix. 4 pages at the end of diary with alphabetical index for writing Names, Addresses and Telephone, Fax Numbers, email id.
- x. One sheet containing one photograph(to be supplied by the Bank) to be printed in 4 colours on 135 gsm. good quality art paper. Backside of the sheet will be blank.
- xi. Two pages for printing maps as may be decided by the Bank to be printed in 4 colours on 135 gsm. good quality art paper. (map of India should be the latest one, which is approved by the Central Government authorities).
- xii. Kolbus Binding - Sections sewn and hard bound with the good quality binding material.
- xiii. Good quality marking thread of matching colour properly fixed in each diary.
- xiv. Diary cover in approved colour with NABARD's name in Hindi and English, its emblem and year 2011 printed impressively in Silver/Gold foil as may be decided by the Bank.

ANNEXURE - III

GENERAL ADMINISTRATION DEPARTMENT
(Printing Cell)

Printing of Bank's Regular, Small and Appointment Diaries - 2011

Sr. No.	Item	Quantity	Rate per Diary (In words and Figures)	Total Amount (Rs.)
1	Printing & Supply of Regular diaries as per specifications detailed in Annexure-II	14,500		
2	Printing & Supply of Appointment diaries as per specifications detailed in Annexure-II	300		
3	Printing & Supply of small diaries as per specifications detailed in Annexure-II	2,100		
	Total			
3	Packing and Forwarding charges for delivery to outstation centres as indicated in Annexure-I *			

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

* Delivery in Mumbai no extra cost as per condition (iv) of Annexure-I.

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

SIGNATURE
with name and seal of the firm
Date :