

Ref.No.NB.GAD.PC /

/ Diaries -2011/2010-11

Dated: 15 July 2010

To,

Dear Sir

**Printing and distribution of National Bank's Diaries  
for the year 2011 - Calling for quotations**

We propose to print Bank's diaries for the year 2011. Our requirement for the purpose would be 14500 executive (regular) diaries, 2100 small diaries and 300 Appointment diaries. The printing has to be done in bilingual form i.e., in Hindi and English. For Printing and distribution of the dairies at our HO and ROs at various location, we propose to invite sealed quotation from reputed printers who have executed similar type of job for PSUs, earlier.

2. The terms and conditions for execution are given in Annexure I and the detailed specifications related to the printing of the diaries are given in Annexure II. Quotations may be submitted in the prescribed format as given in Annexure III.

3. We look forward to high quality work to be executed within a stipulated time schedule. It will be necessary to submit the art work for our prior approval. Similarly, copies of the cover pages and proofs for printing matter of other pages (at two stages) also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed latest by the first week of November 2010. Diaries should be delivered/dispatched positively by second week of November 2010 and should reach our various centers by 26th November 2010. In case of delay, a penalty of Rs.5000/- per day will be levied for each day of delay

4. Quotations, as per details/format given in Annexures III may be submitted in a sealed cover addressed to Shri P.C.Mishra, Chief General Manager, National Bank for Agriculture and Rural Development, General Administration Department, (Printing Cell), Head Office, Plot No.C-24, 'G' Block, Ground floor, Bandra-Kurla Complex, P.B.No.8121, Bandra(East), Mumbai - 400 051 subscribing thereon "**Quotation for the printing of Diaries 2011**" and also quoting the above reference by Registered Post so as to reach this office on or before **20 August 2010 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 20 August 2010.**

5. Sealed quotations will be opened on **23 August 2010 at 12.05 PM** in our office and you may, if you so desire be present or depute your representative to be present at the time of opening of quotations.

6. Considering our need, it has been decided that only experienced and reputed printer who has previous experience and has carried out bulk printing of about 18000 executive diaries for reputed firms/Govt. Organisations/Commercial Banks etc., should be entrusted with the work, hence, a copy of the work order or work completion letter issued by reputed firms/Govt. Organisations/Banks etc., should invariably be enclosed to the quotation.

The Bank reserves the right to accept/reject any or all quotations without assigning any reason and the Bank's decision in the matter will be final.

Yours faithfully

**[ P.C.Mishra ]**  
Chief General Manager