

## **Printing and distribution of Wall Calendars - 2011**

Sealed quotations are invited from reputed printers and suppliers of calendars for printing and distribution of 25000 calendars for the year 2011 for National Bank for Agriculture and Rural Development (NABARD). Prospective printers and distributors 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 **23 August 2010 to 27 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) should be submitted **in sealed cover** addressed to Shri P.C.Mishra, Chief General Manager, and superscribed "**Printing and distribution of Bank's Calendars - 2011**" may be deposited in the tender box kept in our office premises at the address mentioned below. Alternatively, the 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 06 September 2010. 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 reason 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 : 11 August 2010

## ANNEXURE-I

### PRINTING OF WALL CALENDAR 2011 - GENERAL SPECIFICATIONS

- 1 No. of Calendars to be printed : 25000 Nos.  
Rates for printing additional lot/s of 100 Calendars each if ordered extra ma 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 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. 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 latest by 10 November 2010. In the event of failure/delay, demurrage charges @ Rs.5000/- per day will be charged.
- 9 Mode of delivery : Calendars are required to be delivered at our Head Office located at Mumbai and directly to our various Regional Office and Training Centers situated in various State Capitals/Important places (as per Annexure-III). The calendars will have to be delivered in packs of ten each in Mumbai. The calendars for Chairman and MD should be wrapped in brown paper as single item with "Best Compliments" sticker on each wrapper. Calendars meant for our ROs/SOs/RTCs are will have to be delivered properly and securely packed in wooden/corrugated boxes to ensure that there is no damage while dispatching calendars directly outside Mumbai. The number of calendars to be dispatched outside Mumbai and various locations will be separately advised. Actual freight & forwarding charges will be reimbursed to the printer on submission of Air freight bills/courier/transport company's receipts.
- 10 Other Items : No advance payment will be made by the Bank. Bills for printing the calendar or for dispatch to outside centres with bills/transport receipts etc. 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 will be deducted at Source (TDS) from final bills 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 an amount of Rs.25,000/- as security deposit (which will be refunded 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.