

Printing and supply of Diaries - 2010

Sealed quotations are invited from reputed printers and suppliers of diaries for printing and supply of three type of diaries viz. Executive (Regular), Appointment and small for the year 2010 for National Bank for Agriculture and Rural Development. Printers and Suppliers of diaries having their printing press at Mumbai and who have executed successfully orders of supplying more than 18000 'Executive (Regular)' diaries (size 24 cm x 17.5 cm) in a year to reputed organization in the past 2 years would be eligible to participate. The specifications of the diaries (three types) as well as the terms and conditions are furnished in the Annexures I and II respectively. The same are also available for perusal in the office of the undersigned between 11.00 hrs. to 16.00 hrs. on any working day (Monday to Friday) from **01 August to 20 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) should be submitted **in a sealed cover** addressed to Shri J.C.Mishra, Chief General Manager and superscribed "**Printing and Supply of Bank's Diaries - 2010**" so as to reach him not later than 16.00 hrs on 21 August 2009. The quotations should be for all the three types of diaries. No part quotation will be accepted. The quotations, which are not submitted in the prescribed format, 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:

ANNEXURE - I

TERMS AND CONDITIONS

Printing and Supply of Bank Diaries - 2010

- 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 be ready for despatch to the various centres of the Bank in other states by the 4th week of October 2009. List indicating the number of diaries to be packed for various centres will be made available in due course by the bank. Diaries meant for Head Office, Mumbai should be delivered latest by 13th November 2009. Penalty will be levied at Rs.5,000/- per day in case of deliveries made after 13th November 2009.
- iv. Specified number of diaries will have to be delivered to our Mumbai office premises **free of cost.**
- v. Diaries meant for despatch to outstation centres are to be packed as per the numbers to be indicated by the Bank **taking due care to ensure that there is no shortfall in the number of diaries packed.** In case shortage is reported by any of our offices, cost of the same will be deducted while settling the bill.
- 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. 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 (TDS) etc., will be deducted at source from the final bills at the existing rates as required under I.T. Act.
- ix. 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 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 : 15000 Nos. (26 cm. X 20 cm.)

a. Total 15, 000 diaries in 26 cm x 20 cm size with pages printed in one matching colour on paper (as per our sample diary) in milk white sunshine Ballarpur 100 gsm. paper providing for :-

- i. Three years' calendar - 2009, 2010 & 2011 - 2 pages.
- ii. Forward planner 2010 - 2 pages.
- iii. 37 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.
- iv. Monthly Planners, (Month at glance) - 2 pages for each month.
- v. Date pages containing three dates on one page and four in another - 2 pages per week (layout to be got approved). Full year's calendar on the bottom of the page, single colour printing (approximately 106 pages).
- vi. 3 pages at the end of diary with alphabetical index for writing Names, Addresses and Telephone Numbers.

b. Two pages with World and India Political maps 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).

c. 1 page containing photograph of the Bank (to be supplied by the Bank) to be printed in 4 colours on 135 gsm. good quality art paper.

d. Kolbus Binding - Sections sewn and hard bound with the good quality binding material.

E. Good quality marking thread of matching colour properly fixed in each diary.

F. 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 2010 printed impressively in Silver/Gold foil as may be decided by the Bank.

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(2) Appointment Diaries - Quantity : 300 Nos. (26 cm.X20 cm.)

- i. Specifications as per sample diary available for perusal in the department in milk white sunshine Ballarpur 100 gsm. paper providing for :

The other requirements/contents are as follows :

- | | | |
|----|------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| a) | Personal memoranda containing details such as
Name, address, phone no. Etc. | 1 page |
| b) | Three years calendar 2009, 2010 & 2011 | 1 page |
| c) | Forward Planner 2010 | 2 pages |
| d) | One date per page (Saturday-Sunday one page) -
Full year's calendar on the bottom of the page,
(approx.)
Single colour printing | 315pages |
| e) | Details of STD/ISD codes/weight & Measure/Conversion | 5-6 pages |
| f) | Names/Address/Telephone No. with alphabetical
Index & Notes | 02 pages |
- ii. Title page to be printed indicating Bank's name, address and logo.
- iii. Diary cover and carton in duplex laminates board of superior quality material, NABARD's name in Hindi and English, its emblem/logo and year 2010 to be embossed/printed impressively in Silver/Gold foil as may be decided by the Bank.
- iv. One page containing photograph (to be supplied by the Bank) to be printed in 4 colours on 135 gsm. good quality art paper.
- v. Good quality marking thread of matching colour properly fixed in each diary.

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Small Diaries - Quantity : 2500 Nos. (21 cm. X 14 cm.)

- (a) Total 2500 diaries in 21 cm x 14 cm size with pages printed in one matching colour (as per our sample diary) in milk white sunshine Ballarpur 80 gsm. paper providing for :
- i. Three years' calendar 2009, 2010 & 2011 - 2 pages
 - ii. Forward planner 2010 - 2 pages
 - iii. 26 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 to the Bank for approval.
 - iv. Date pages containing two dates on each page - 3 pages per week (layout to be got approved).
 - v. 3 pages at the end of diary with alphabetical index for writing Names, Addresses and Telephone Numbers.
- b. One page containing photograph (to be supplied by the Bank) to be printed in 4 colours on 135 gsm. good quality art paper.
- c. Kolbus Binding - Sections sewn and hard bound with the good quality binding material
- d. Good quality marking thread of matching colour properly fixed in each diary.
- e. Diary cover in approved colour with NABARD's name in Hindi and English, its emblem and year 2010 printed impressively in Silver/Gold foil as may be decided by the Bank.

ANNEXURE - III

Proforma of Quotation

Printing of Bank's Regular, Appointment and Small Diaries - 2010

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	15,000		
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	2,500		
	Total	17,800		
3	Packing charges for delivery to outstation centres (as explained in Annexure-I*			

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

* Delivery in Mumbai free of cost as per condition (iv) of Annexure-I.

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

SIGNATURE
with name and seal of the firm
Date :