



**Printing and supply of Diaries - 2008**

Sealed quotations are invited from reputed printers and suppliers of diaries for printing and supply of three type of diaries viz. Executive (15000 Nos.), Appointment (200 Nos.) and Small (2500 Nos.) for the year 2008 for National Bank for Agriculture and Rural Development . Printers and Suppliers of diaries should have in the past two years successfully executed individual customer's orders of supplying more than 18000 'Executive (Regular)' diaries (size 24 cm x 17.5 cm ) in a year of a reputed organization. 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 from **24 to 28 September 2007**.

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 sealed cover** addressed to Shri Lajja Ram, Chief General Manager, and superscribed "Printing and Supply of Bank's Diaries - 2008" should reach him not later than 16.00 hrs on 04 October 2007. **Rates must be quoted for all the three diaries & the printing press should be at Mumbai.** 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 therefor.

Shri D.P.Panda  
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 : 21 September 2007



Ref.No.NB.GAD.PC /

/ Diaries -2008/2007-08

21 September 2007

To,

Quality Printers

Dear Sir

**Printing and supply of National Bank's Diaries  
for the year 2008 - Calling for quotations**

We propose to print our Bank's diaries for the year 2008. We will be glad to receive your sealed quotation for printing and supply of 15000 executive (regular) diaries, 2500 small diaries and 200 Appointment diaries for the year 2008 meant for use at our Head Office and our various Regional Offices/Training Establishments and Sub Offices. These diaries are required to be printed in bilingual form i.e., in Hindi and English.

2. The terms and conditions under which the work is to be executed 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 proforma 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 printing is given. The entire work has to be completed latest by the last week of November 2007. Diaries should be delivered/despached positively by first week of December 2007 and should reach our various centres by 15th December 2007. In case of delay, a penalty of Rs.5000/- per day will be levied thereafter.

4. Quotations, as per details/format given in Annexures III may be submitted in a sealed cover addressed to Shri Lajja Ram, Chief General Manager, National Bank for Agriculture and Rural Development, General Administration Department, (Printing Cell), Head Office, C-24, G Block, Ground floor, Bandra-Kurla Complex, Bandra(East), Mumbai - 400 051 subscribing thereon "*Quotation for the printing of Diaries 2008*" and also quoting the above reference by Registered Post so as to reach this office on or before 04 October 2007 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 04 October 2007.



5. Sealed quotations will be opened on 06 October 2007 at 12.15 PM in our office and you may, if so desire be present or depute your representative to be present at that time.

6. As we require that only experienced and reputed printer who has previous experience and having carried out bulk printing of about 15000 executive diaries for reputed firms/Govt. Organisations/Commercial Banks etc., should be entrusted with the work, a copy of the work order or work completion letter issued by reputed firms/Govt. Organisations/Banks etc., should invariably be enclosed alongwith the quotation, for our information and perusal.

The Bank reserves the right to accept/reject any/all quotations either in full or in part at its discretion and without assigning any reason therefor and the Bank's decision in this matter shall be final.

Yours faithfully

**[ D.P.Panda ]**  
General Manager



## ANNEXURE - I

### TERMS AND CONDITIONS

#### Printing and Supply of Bank Diaries - 2008

- 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 by 11th December 2007 as also at various centres of the Bank in other states positively by 15<sup>th</sup> December 2007 as per our mailing instructions which will be made available in due course by the Bank. Penalty will be levied at Rs.5,000/- per day in case of deliveries made after 15<sup>th</sup> December 2007.
- iv. Specified number of diaries will have to be delivered to our Mumbai office premises at no extra cost.
- v. Diaries meant for despatch to out-station 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. 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.
- 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 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

### Part I - SPECIFICATIONS

**(1) Executive (Regular) Diaries - Quantity : 15000 Nos.**

- (a) Total 15,000 diaries in 24 cm x 17.5 cm. size with pages printed in one matching colour on 80 gsm. maplitho paper in natural shade providing for :
- Three years' calendar - 2007, 2008 & 2009 - 2 pages
  - Forward planner 2008 - 2 pages
  - 36 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.
  - Monthly Planners. (Month at glance) - 2 pages for each month.
  - Date pages containing two dates on each page - 3 pages per week (layout to be got approved).
  - 4 pages at the end of diary with alphabetical index for writing Names, Addresses and Telephone Numbers .
- b. Four 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).
- c. 12 pages containing photographs (to be supplied by the Bank) to be printed in 4 colours on 135 gsm. good quality art paper.
- d. Eight end pages of 120 gsm. maplitho paper with selected design printed on 4 pages in a matching pastel colour.
- e. Kolbus Binding - Sections sewn and hard bound with the good quality binding material
- f. Good quality marking thread of matching colour properly fixed in each diary.
- g. 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 2008 printed impressively in Silver/Gold foil as may be decided by the Bank.

**2. Appointment Diaries - Quantity : 200 Nos. (9 1/2" x 7")**

- i. Specifications as per sample diary available for perusal in the department. 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 2007, 2008 & 2009 1 page
- c) Forward planners 2008 2 pages
- d) One date per page (Saturday-Sunday one page) - Superior quality paper 315 pages (approx.)
- e) Details of STD/ISD codes/weight & Measure/Conversion 12 pages
- f) Names/Address/Telephone No. with alphabetical Index & Notes 12 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 2008 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.

### **3. Specification for National Bank's small diaries - 2008**

- (a) Total 2500 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. Three years' calendar - 2007, 2008 & 2009 - 2 pages
  - ii. Forward planner 2008 - 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 for approval by the Bank.
  - iv. Date pages containing two dates on each page - 3 pages per week (layout to be got approved).
  - v. 4 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 2008 printed impressively in Silver/Gold foil as may be decided by the Bank.



**ANNEXURE - III**

**Proforma of Quotation (Part - II)**

**GENERAL ADMINISTRATION DEPARTMENT**  
**(Printing Cell)**

**Printing of Bank's Regular, Small and Appointment Diaries - 2008**

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Rate per Diary (In words and Figures)</b>	<b>Total Amount (Rs.)</b>
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	200		
3	Printing & Supply of small diaries as per specifications detailed in Annexure-II	2,500		
	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 :**