

QUOTATIONS FOR SUPPLY OF CUSTOMISED DIARIES AND CALANDERS FOR THE YEAR 2018

ONLY MANUFACTURERS AND PRINTERS HAVING OFFICE IN MUMBAI ARE ELIGIBLE TO SUBMIT QUOTATIONS

Sealed Quotations are invited from reputed Manufacturers and Printers with satisfactory track record in printing Minimum of Five years experience and supplying of Diaries and Desk Calendars to Public Sector Undertakings/commercial banks/ Insurance Companies.

Specifications:

DIARY – Two varieties 1. Bleached white paper 2. Non-bleached ECO –friendly paper

The specification of Diary – 2018 is as under:

1. Type : Premium Art cover Diary
2. Size : 177*240 mm
3. Pages : 320 pages – 70 GSM Map NS
4. Info Pages : 16 pages – 70 GSM Map NS
5. Inserts : 12 leaves 4c + 4c on 135 gsm art papers (Art work will be provided)
6. End paper : 120 gsm maplitho-plain
7. Binding : Hard Case Machine Buinding
8. Finish : Matt Lamination, Spot UV/Foiling on cover and edge Gilding on inner
9. Quantity : 22,000
10. Packing: Individual Envelope

The specification of Table TOP/Desk Calendar (10,000 quantity) for 2018 is as under:

1. Size : 8.5 inches (Width) x 5.5 inches (Height)
2. Inner Paper : 250 gsm art card – 13 leaves – 4C + 4C
3. End Paper : 120 gsm maplitho with matt lamination
4. Stand Board : 1.8 mm board
5. Stand Size : 8.5 inches (Width) 5.5 inches (Height)
6. Binding : Wire – O – Wire on 8.5 inches side
7. Packing : Individual Envelope on 120 gsm Maplitho – 2C + 2C
8. Quantity : 10,000 Nos. with stickers for Holidays (Red Plastic)

CONDITIONS:

1. Technical bid and Commercial Bid should be submitted in two separate envelops on or before 27.10.2017 before 17:00 hrs.
2. Mention quotes separately for Bleached and Non-bleached eco-friendly paper for the specifications as above.
3. Commercial quotes should give the rate per Diary and per Calendar. Taxes should be shown separately. Quotes not complying with these conditions will be outright rejected.
4. Envelop should be superscribed as “Technical quotation for printing and supply of Dairies and Desk Calendars. Separate envelop for Commercial quotes should be superscribed as “Commercial quotations.”
5. No advance payment will be made.
6. Successful company should arrange for the deliveries of the Diaries and Calendars to the respective addresses which will be supplied by ECGC, the actual cost of delivery if any will be reimbursed on submission of original receipt.

7. Reduction in payment for delay in delivery @ 1% per day for the quantity delivered date.
8. Technical details should be given in the prescribed application. Please download the form from our website.
9. Quotations to be sent/submitted to the following address:
 - Mr. Rahul Raj
 - Assistant Manager (NMD)
 - ECGC Ltd.
 - 5th Floor, Nirmal Building
 - Nariman Point,
 - Mumbai – 400021
10. For any further clarifications, please contact above officer :
Contact Nos. 022-66590711 during office hours from 09:30 a.m. to 05:30 p.m.