

QUOTATIONS FOR SUPPLY OF CUSTOMISED DIARIES AND DESK CALENDARS FOR  
THE YEAR 2020

**ONLY MANUFACTURERS AND PRINTERS HAVING OFFICE IN MUMBAI/ NAVI  
MUMBAI/ THANE 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 – 2020 is as under:

1. Type : Premium Art cover Diary with no brand name of Printer.
2. Size : 177\*240 mm
3. Pages : 316 pages – 70 GSM Map.
4. Info Pages : 28 pages – 70 GSM Map. Content to be in bi-lingual (Hindi & English)
5. Inserts : 6 leaves 4c + 4c on 135 gsm art papers (Content/ Art work will be provided by ECGC)
6. End paper : 120 gsm maplitho-plain
7. Binding : Hard Case Machine Binding
8. Finish : Matt Lamination, Spot UV/Foiling on cover
9. Quantity : 22,000 (numbers)
10. Packing : Individual Card Envelope
11. Personalised embossing with name on 32 Diaries.

The specification of Desk Calendar (10,000 quantity) for year 2020 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 Numbers

CONDITIONS:

1. Technical bid and Commercial Bid should be submitted in two separate envelopes on or before 15.10.2019 before 17:00 hrs.
2. Submit the Technical Details Application form along with required documents in the Technical Bid envelope.
3. Mention quotes separately for Bleached and Non-bleached eco-friendly paper for the specifications as above.

4. 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.
5. Envelop should be superscribed as "Technical quotation for printing and supply of Diaries and Desk Calendars". Separate envelop for Commercial quotes should be superscribed as "Commercial quotations."
6. No advance payment will be made.
7. Proposed date of delivery for Diaries and Desk Calendars at various Branches and Head Office location is 15<sup>th</sup> December 2019. The address of the Branches and Head Office location are mentioned in Annexure 1.
8. Successful bidder should arrange for the deliveries of the Diaries and Desk Calendars to the respective addresses. The actual cost of delivery & GST if any will be reimbursed on submission of original receipt. The number of quantities to be delivered at respective places will be informed separately.
9. In case of delay in delivery beyond 20<sup>th</sup> December 2019, the undelivered order will be cancelled.
10. Technical details should be given in the prescribed application. Please download the form from our website.
11. Quotations to be sent/submitted to the following address:  
    Mr. Piyush Pallav  
    Assistant Manager (NMD)  
    ECGC Ltd.  
    5<sup>th</sup> Floor, Nirmal Building  
    Nariman Point,  
    Mumbai – 400021
12. For any further clarifications, please contact above officer :  
Contact Nos. 022-66590715 during office hours from 09:30 a.m. to 05:30 p.m.