

## QUOTATIONS FOR SUPPLY OF CUSTOMISED DIARIES FOR THE YEAR 2019

### **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 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 – 2019 is as under:

1. Type : Premium Art cover Diary with no brand name of Printer.
2. Size : 177\*240 mm
3. Pages : 320 pages – 70 GSM Map NS without date and calendar.
4. Info Pages : 16 pages – 70 GSM Map NS
5. Inserts : 10 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 Binding
8. Finish : Matt Lamination, Spot UV/Foiling on cover and edge Gilding on inner
9. Quantity : 22,000 (numbers)
10. Packing : Individual Card Envelope
11. Personalised embossing with name on 30 Diaries.

### CONDITIONS:

1. Technical bid and Commercial Bid should be submitted in two separate envelopes on or before 21.09.2018 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. 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”. Separate envelop for Commercial quotes should be superscribed as “Commercial quotations.”
5. No advance payment will be made.
6. Proposed date of delivery for Diaries at various Branches and Head Office location is 15<sup>th</sup> November 2018 or six weeks from the date of order whichever is later.
7. Successful company should arrange for the deliveries of the Diaries to the respective addresses which will be supplied by ECGC, the actual cost of delivery & GST if any will be reimbursed on submission of original receipt.
8. i) In case of delay in delivery within 15 days from the scheduled delivery date, there will be reduction in payment for delay in delivering @1% of the order value per day for the quantity for the delayed duration.  
ii) In case of delay in delivery beyond 15 days from the scheduled delivery date, the discretion to cancel the order will lie with ECGC Ltd.

9. Technical details should be given in the prescribed application. Please download the form from our website.

10. 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

11. 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.