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(पूर्व में भारतीय निर्यात ऋण गारंटी निगम लिमिटेड)

ECGC Ltd.

(Formerly Export Credit Guarantee Corporation of India Ltd)

TENDER FOR SUPPLY OF CUSTOMISED DIARIES AND CALENDARS FOR THE YEAR 2016 ---
ONLY MANUFACTURERS AND PRINTERS ARE ELIGIBLE TO SUBMIT QUOTATIONS

Sealed Quotations are invited from reputed Manufacturers and Printers with satisfactory track records of at least three years in supplying of Diaries and Desk Calendars to Public Sector Undertakings/Commercial Banks/Insurance Companies.

SPECIFICATIONS:

DIARIES – Two varieties – 1. Bleached white paper 2. Non-bleached Eco-friendly paper:

1.	Type	:	Premium Art cover Diary – Executive
2.	Size	:	17.7 * 24 cms
3.	Pages	:	320 pages – 70 GSM Map NS Textured
4.	Info Pages	:	16 pages – 70 GSM Map NS Textured
5.	Inserts	:	12 leaves 4C + 4C on 135 GSM art papers (ECGC Ad)
6.	End paper	:	120 GSM Maplitho – plain
7.	Binding	:	Hard Bound
8.	Finish	:	Matt Lamination, Spot UV & Foiling on cover index cutting and edge Gliding on inner.
9.	Quantity	:	20,000
10.	Packing	:	Individual Envelope

Table Top/Desk Calendar

1.	Size	:	805 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	:	8.50inches (Width) x 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	:	20,000 Nos. with stickers for Holidays (Red Plastic)

TENDER CONDITIONS:

1. Technical Bid and Commercial Bid should be submitted in two separate envelopes on or before 28/09/2015 before 17.00 Hrs.
2. Mention quotes separately for bleached and non-bleached eco-friendly paper for the specifications as above.
3. Commercial quote should give the rate per Diary and per Calendar. Taxes should be shown separately. Quotes/Bids not complying with these conditions will be outright rejected.
4. Envelope should be superscribed as **“Technical quotation for printing and supply of Diaries and Desk Calendars.”** Separate envelope for Commercial quote should be superscribed as **“Commercial Quotation”**.
5. No advance payment will be made.
6. Successful bidder should arrange for the deliveries of the Diaries and Calendars to the respective addresses which will be supplied by ECGC at additional/actual cost.
7. Technical details should be given in the prescribed application. Please download the form from our website.
8. Bids to be sent/submitted to the following address:

Mr. Rahul Raj
PS to GM (NMD)
ECGC Limited
5th Floor, Nirmal Building
Nariman Point
Mumbai – 400 021

For any further clarifications, please contact Shri S. K. Rajguru – Contact Nos. 022-66590715/769/770 during office hours from 9.30 am to 5.30pm.

TENDER FOR PRINTING AND SUPPLY OF CUSTOMISED DIARIES AND DESK CALENDARS

TECHNICAL DETAILS/APPLICATION FORM

1. Name of the Company :
2. Address and Telephone Nos. :
3. Name(s) of the Partners/Prop/Directors :
4. Date of Establishment with proof :
5. Manufacturer or Trader
Give full address of the manufacturing Unit :
6. Brand name
7. Whether ISO Certified (attach copy of certificate) :
8. No. of years of Experience in printing
Dairies and calendars :
9. Annual sales turnover :
~~2011-12~~
2012-13
2013-14
2014-15
10. Give names of your major clients including
Banks/Insurance Companies :
11. Give contact person/reference of clients
for verification :

Signature of the Authorised Person
Name & Designation
Seal of the Firm/Co'and date