Speed Post

No. 11(2)/2013-14/NMNH/Admn.
Government of India
(Ministry of Environment, Forest & Climate Change)
National Museum of Natural History

Tansen Marg,
New Delhi-110001
Dated: 3.12.2015

Tender Notice

Subject;- Printing/Supply of Table Calendars-regarding.

The sealed quotations in the enclosed prescribed form are invited for printing/supply of 1000 nos. table calendars for the year 2016 as per the specifications given in the attached annexure.

2. The quotations may be sent to Director, NMNH (6th Floor), FICCI Auditorium Building Tansen Marg, New Delhi-110001 in sealed cover superscribed "QUOTATIONS FOR PRINTING/SUPPLY OF TABLE CALENDARS" latest by 3.00 PM on 14th December, 2015. Quotations received after stipulated date/time shall not be entertained. The quotation may be sent along with a pay order/Banker's Cheque of Rs. 5,000/- (Rupees five thousand only) drawn in favour of Pay & Accounts Officer, M/o Environment, Forest & Climate Change, New Delhi towards Earnest Money Deposit which will be refunded after completion of supply.

3. The supply will be governed by the following terms and conditions;

(a) The rates quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.
(b) The articles should be in original/standard quality.
(c) The rates should be inclusive of delivery charges to NMNH office.
(d) The bidder should be a reputed supplier of printing items with a experience of 2-5 years for supply of said items in Govt. Offices and also having sound financial standing with annual turnover of Rs. 50.00 lakh. Bidder should indicate their yearly turnover, PAN No., Service Tax/Vat Registration Number.
(e) Any calendar which is found to be defective, or not of the desired quality, etc. shall be returned by this office and the order placed therefore, shall stand cancelled.
(f) The items should be supplied within 20 days from the date on which final proof of printing of Calendar is passed by this office. The office will have the authority to cancel any order, if the required items are not printed/supplied on time.
(g) Govt. Taxes/Vat as applicable from time to time on such items, shall be payable by this office. The bill raised by the firm should have all tax registration numbers printed on the bill.
(h) It will also be binding upon the selected firm to maintain the quality of paper as indicated in the quotations.
(i) This office will have the authority to select more than one firm for award of contract.
(j) The firm should have a well established office, located in Delhi/New Delhi.
(k) The tenderer should enclose a singed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

4. The quotations received will be opened on the same day i.e. 14th December, 2015 at 3:30 PM. The tenderer or his representative (along with letter of authority) may, if they so desire, be present at the time of opening of quotations.

5. The NMNH reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this office in this regard shall be final and binding on the firm. Any clarification in the mater may be obtained from Shri Vipin Sexena, Publication Assistant of this office.

Yours faithfully,

30/12/2015

(Vinod Kumar Garg)
Administrative Officer

To

As per list enclosed.
NCCF/Kendriya Bhandar, New Delhi.
NMNH Website.

Proforma of specifications and rates

Sl. No.	Item	Rates per calendar (in Rs.)
1.	Table calendars of good quality art paper.	

Specification for Table Calendar 2014

1.	Quantity	1000 copies
2.	No. of leaves	9 leaves (Six for the months and 3 for the programmes
3.	Size (with Base)	29 cms x 18 cms
4.	Size of leaves	29 cms x 18 cms
5.	Paper	
	I. Leaves	300 GSM matt finish Imported textured Card (Sample enclosed)
	II. Stand	170 GSM matt finish Art paper
	III. Base	Good quality thick card board as support base which is further to reinforced with printed sheet of 170 gsm
6.	Stand support	As per the sample provided
7.	Printing	
	I. Leaves	In 4 colour on both side
	II. Stand mount	In double colour Screen printing
8.	Scanning	Nearly 20 scanning from painted entries in minimum size
9.	Designing	2 to 3 options to be provided by the printer
10.	Binding	Full wire-o with good quality wire
11.	Wrapping	To be wrapped in eco friendly polythene
12.	Delivery time	15 day after placement of job order and supply of material

Note: 1.Presses are required to attach samples of the paper, board along with the quotations