

Printing and Supply of Calendar and Diary – 2014

Sealed quotations are invited from reputed printers for designing, printing and supply of 'Picture Calendar and Diary for 2014 to North Eastern Electric Power Corporation. Only those who have adequate experience and infrastructure to execute quality job need apply/quote. Quotationers may quote only for diaries or calendars or for both.

The specifications of the "Picture Calendar" and "Diary" for 2014 as well as terms and conditions are furnished in the Annexures I, II & III respectively.

The quotations should be submitted in three parts described as under:

Part I- Introduction, to include details of previous experience as well as samples.

Part II- (for calendars)

Part III- (for dairies)

The quotations to be submitted should be addressed to "The Manager (HR) CC, NEEPCO, Brookland Compound, Shillong" in three separate envelopes and super scribed as Part I - Introduction for printing of Calendar/Diary 2014, Part II - Supply of Corporation Calendar 2014 and Part - III - Supply of Corporation Diary 2014 and should be accompanied by Earnest Money of ` 5000/- and should reach not later than 11.00 hrs. on or before the 29th July 2013. The Corporation reserves the right to accept or reject any or all quotations without assigning any reasons.

(S. Dutta)
Manager (HR) CC

Specifications of 7 page Picture Calendar - 2014

1. Quantity : 7500
2. Size : 17 x 22 inches (width x height)
3. Printing : 6 main sheets: 4 colour, fly sheet :bi-colour
4. No. of Sheets : 6 sheets and 1 fly sheet with NEEPCO logo
(total 7 pages of printing)
5. Fly sheets : Supersunshine HB paper
6. Paper Quality : 170 GSM Imported Art paper (for main sheets.)
7. Binding : Spiral of 16"
8. Photographs : One large photograph for each page of the Calendar
and NEEPCO power map for cover leaf.

(Main picture) The pictures to be printed on the Calendar will be decided by the Corporation.

Specifications of Diary - 2014

Quantity : 7500 Nos.

Size : 7 x 9.5 inches(width x height)

Printing : (1) Entire diary would be printed in bi-colour with NEEPCO logo

(2) 12 pages containing power map and photos- multi colour.

(3) Company's name and logo to be embossed/engraved on the cover

Paper Quality of Date Pages : (1) 70 GSM S S Maplitho.

(2) Power map and photos on imported art paper.

<u>Other specifications</u>	No of pages
1. Cover page with NEEPCO Logo& masthead	4
2. 2 dates on 1 page, Saturday and Sunday clubbed	156
3. Names and addresses and telephone nos.	2
4. Personal Memoranda	1
5. Calendar	2
6. Planner 2011	2
7. Weights & measures guide	1
8. Conversion guide	1
9. Conversion table	2
10. Government of India holidays	1
11. STD Codes	1
12. ISD Codes	1
13. Postal Information	1
14. World currency & time zone	1
15. Write- up on NEEPCO Projects/offices addresses/telephone numbers, Central Power Utilities addresses/telephone numbers.	28
16. Power map of NEEPCO and photographs	12
Total no. pages (excluding cover pages)	212
17. Lay out and colour of the Cover to be decided in consultation with the Corporation.	
18. Individual names to be embossed on 90 diaries approximately.	
19. 4 mm coloured ribbon of good quality to be used as book marker in each diary.	
20. Each Diary must be packed in a good quality white packing box.	
21. NEEPCO write-up, power map, projects/offices addresses and telephone numbers will be provided by CC Section, Shillong.	

Terms and Conditions

- i) Offers must include
 - (a) full description of the material offered
 - (b) unit and total basic price for each item
- ii) Rates should be quoted FOR Shillong and should be inclusive of all taxes and duties.
- iii) The quantity can be increased or reduced by 10 % for supply at the quoted rate at the time of placement of work order.
- iv) The design, layout, pictures etc. are to be submitted with the offer.
- v) The selected printer will be responsible for **designing, editing and proofreading of the diaries and (or) calendars.**
- vi) Penalty for delay in supply within the stipulated date other than force majeure shall be levied @ 15% per week of the total contract value.
- vii) No cost in respect of damaged/mutilated/misprinted diaries/calendars will be paid.
- vii) Materials are to be delivered within 30 days of issue of work order.