

Women Development Corporation, Bihar  
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R C Singh Path, Bailey Road  
Patna 800001, Ph No. 0612 2547843  
[www.wdcbihar.org.in](http://www.wdcbihar.org.in)

Short Tender Notice for Printing & Supply of Customized Diary & Calendar

SHORT TENDER FOR SUPPLY OF CUSTOMISED DIARIES AND CALENDARS FOR THE YEAR 2018 –  
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/Govt. Agencies.

SPECIFICATONS:

DIARY

Conceptualization, Content Development, Layout Designing & Printing & Supply of Diary

1. Size : 10.5"x8.5"
2. Pages : 320+20 pages : 70 GSM Maplitho Bleached white paper with single colour (special colour) Customized printing on each page
3. Inserts 12: 130 gsm art papers with multicolour back to back printing
4. End paper : 120 gsm maplitho-plain
5. Cover & back : 1.8 mm board , Hard Bound, Multicolour printing with Matt Lamination, Spot UV on cover, Wire – O – Wire binding
6. Quantity : 2,000
7. Packing : Individual Envelope (Plastic Jacket)
8. Monthly Planner should be provided.

Calendar

Conceptualization, Content Development, Layout Designing & Printing & Supply of Wall Calendar

1. Size : 19"x14"
2. 12 +1 pager 170 gsm art papers with multicolour back to back printing
3. Wire – O – Wire binding
4. Quantity : 2,000
5. Packing : Individual Envelope (Plastic Jacket)

Terms & Conditions:

1. Technical and Commercial Bids should be submitted in two separate envelopes on or before 15/12/2017, 3 PM.

2. The bidders should have experience of similar (dairy & calender) printing & supply to Govt. agencies / Public Sector Agencies in the last 3 years.
3. The bidder should have achieved an average financial turnover of Rs.50 lks in the last 3 completed financial years.
4. The technical bid should be accompanied with a sample of Diary & Calendar adhering to the specification as mentioned in this document.
5. 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.
3. The Bids have to be accompanied with a refundable EMD of 25,000/-.
4. The master Envelope containing the Technical and Financial bid should be superscripted as "Quotation for printing and supply of Diaries and Desk Calendars - 2018."
5. No advance payment will be made.
6. The goods have to be supplied F.O.R WDC HQ/Godown .
7. The bidding agency should submit a self attested photocopy of the following papers in tech. bid
  - a. Registration paper of the firm
  - b. GST no.
  - c. PAN and copy of latest IT return
  - d. Balance sheet & P L Account of last 3 completed Financial Years
  - e. Sample of the product
  - f. Proof of experience in form of work orders, payment orders etc.
  - g. A self attested undertaking that the firm has not been black listed in the past by any Govt./Public Sector agency.
  - h. EMD of Rs.25000/- in form of a demand draft payable at Patna favouring Managing Director, Women Development Corporation, Bihar
8. Bids complete in all respect must reach the office of the undersigned by 15/12/2017, 3PM. The technical bids shall be opened on the same day at 4 PM in presence of the bidders who may wish to attend. The financial bid of only technically shortlisted firms shall be opened, date and time for which shall be announced in due course.
9. Please note that the Corporation reserves its rights to reject any of the quotations without assigning any reasons thereof.

**Managing Director**