



RURAL ELECTRIFICATION CORPORATION LIMITED
(A Government of India Enterprise)

Registered Office: Core – 4, SCOPE Complex, 7, Lodi Road, New Delhi – 110 003.
Tel.: 24365161 Fax: 011-24360644 E-Mail: reccorp@recl.nic.in Gram: RECTRIC
Website: www.recindia.nic.in & www.recindia.com

Ref. No. 4/8/2006-07/Admn./

Dated: 21st October, 2008

‘Quotation for Diary 2009’

REC invites sealed quotations for printing and production of Diary for the year 2009 from DAVP approved `A` class printers and suppliers as per the following specifications:

1	Quantity	3000 Diaries
2	Size (Finished)	5.75”x8 ½”
3	Pages	Total 234 pages with 8 leaf separators in 4 colour and 16 pages of Company Profile/Write up in single colour
4	Colour /Printing	Single colour for Text,4 colour printing for separators and Leaf printing on the top of cover with REC Logo in three colour and address
5	Paper	70 GSM Imported Paper with month cut
6	Binding	Hard case on 2mm Imported Board with Imported PVC Rexine, metallic rounded corner on top & bottom and Ribbon
7	Finishing	Gold foiling on front cover only
8	Paper for Carton	300 GSM Duplex Board (White back) with REC Logo and address in single colour
9	Extra	Outer Carton to be printed in single colour

PROFORMA (for quoting rates by the willing Printers)

1	Total cost of 3000 Diaries as per specifications indicated above	Rs.
2	Additional cost of \pm 4 pages of write-up/ photographs	Rs.
3	Taxes, if any	Rs.
4	Other charges, if any	Rs.

The Printing shall be as per lay out and Design to be approved by REC Ltd.

Each tender should accompany a Crossed /Account Payee Demand Draft of Rs.5000/-(Rupees five thousand only) towards EMD in favour of "Rural Electrification Corporation Ltd.". No interest shall accrue thereon.

Any offer/quotation received after due date/time shall be rejected and no request will be entertained by the Corporation. All quotations are subject to terms and conditions given overleaf.

The Diaries 2009 will be required to be delivered, in time, at our Office premises noted above and no cartage shall be payable by this Corporation. In case of failure to deliver the above supply in time a penalty @ 1% of the total value per day of delay will be imposed, subject to maximum of 5% of the assignment or the entire work order shall be cancelled and no request whatsoever shall be entertained. Other general terms and conditions for ready reference are enclosed at Annexure-I. The sample of Diary can be seen in Administration Division at the above address on all working days (between 10.00 am to 5.00 pm) except Saturday/Sunday.

Quotation(s) with sample paper & offering your lowest rates, in the prescribed 'Proforma' should reach the undersigned latest on or before 31st October, 2008 by 3.00 PM.

Yours faithfully,

Sd/-

(S.A. Jawaid)
DGM(Admn.)

Encl: as above (Annexure-1)

TERMS AND CONDITIONS

1. The Rural Electrification Corporation reserves the right to reject any or all quotations without assigning any reason whatsoever.
2. Each tender should accompany a Bank Draft of Rs.5000/- (Rs. Five thousand only) in favour of 'Rural Electrification Corporation Ltd.' payable at New Delhi, as earnest money (EMD) which will be refunded as and when required. No interest will accrue thereon.
3. The proofs will be shown by the party at the Corporation's office and also collected from there. It may be necessary to redo the proofs many times before final printing. The first proof shall be submitted to us for verification within 3 days from the date of issue of order.
4. Finally printed diaries should be delivered on or before 20th November, 2008 failing which a penalty of 1% per week or part thereof subject to a maximum of 5% of the total order would be levied on the firm. Payment of penalty shall not relieve the firm of his delivery obligations under the order.
5. Quality work has to be arranged with proper binding and delivery.
6. Quality of paper should be exact to the specifications indicated in the quotation letter.
7. The rates quoted will be valid till completion of work. No request whatsoever for enhancement of rates will be acceded to within this period.
8. Goods must be properly packed and delivery made at our office at Core-4, SCOPE Complex, New Delhi, free of cartage. If the Corporation finds that the materials supplied are not of the correct quality or not according to the specifications required by the Corporation or received in damaged condition or otherwise not satisfactory owing to any reason of which the Corporation shall be the sold judge, the Corporation reserves the right to reject the material or cancel the contract.
9. In all cases of disputes the decision of the Corporation shall be final and binding.
10. The contract shall be deemed to have been entered into at Delhi and all causes of action in relation to the contract will therefore, be deemed to have arisen within the jurisdiction of Delhi Court.
11. The bills for the supply of material should be sent in duplicate duly pre-receipted.
12. The payment will be made within 30 days provided the bills/cash challan etc. are found to be in order.
