

## MMTC/CCD/PRINT JOBS 2015-16

LAST DATE FOR SUBMISSION: 29.10.2015

### **NIT for Printing of Executive Diaries 2016**

MMTC invites bids for design, print & delivery of high quality hardcover New Year Executive Diaries. Interested parties may send in bids in sealed envelopes addressed to Chief Manager, Corporate Communications, MMTC Ltd, Core-1, SCOPE Complex, Lodhi Road, New Delhi – 110003 with a covering letter clearly stating the enclosures, to reach by 1100 hours (IST) on 29.10.2015 (Thursday).

#### **TECHNICAL BID**

- Creative Submission: Minimum 4 samples of hardcover executive New Year diaries. Bidder is free to submit more samples. The submitted samples should be in the price range of Rs. 100/- to Rs. 120/- and Rs. 120/- to Rs. 140/- only, inclusive of all taxes. The samples should be in proper diary format, complete with designed cover, beginning pages of general printed matter (calendars of 2015-17, list of holidays, std & isd codes, etc.), and date-wise inside pages.
- Demand Draft/ Banker's Cheque: EMD (Earnest Money Deposit) of Rs. 10,000/- drawn in favour of 'MMTC Limited' payable at New Delhi must be submitted in a separate envelope as part of the Technical Bid.  
The EMD will be returned immediately after finalization of tender process to all except the successful L1 bidder who will be returned their EMD only after successful completion of the job. **NO Interest will be payable on the EMD amount.**
- Essential Documents:-
  1. The bidder should be registered in India. Self attested copy of registration proof has to be attached.
  2. The bidding party must have a VAT and a PAN. Self attested copies of these documents have to be attached.

#### **Technical Specifications**

<b>Executive Diary (2016)</b>	<p>Executive hard-bound new year diary</p> <p><u>Quantity</u>: 1,500</p> <p><u>Size</u>: 23 cm x 15 cm (indicative)</p> <p><u>Full page customization</u>: 10-12 pages in 4+4 colour (back &amp; front) of Company information (text will be provided by MMTC)</p> <p>MMTC's logo embossed on cover</p> <p>Golden gilded edges</p> <p>Screen printing of names on some diaries will have to be done individually (approx. 20-25), of which a list will be provided by MMTC.</p>
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<u>Delivery</u>	Delivery of the entire order is to be made to MMTC’s Corporate Office within 7 days of final dummy being approved. Hard deadline for delivery is <u>December 10, 2015</u> .
<u>Penalty</u>	<b>Agency to adhere to the delivery schedule failing which a penalty of Rs. 1000/- per day will be imposed.</b> The agency has to ensure that quality of work is strictly maintained as per specifications. The print job can be rejected with all costs to the party or a suitable penalty can be imposed in case it is found otherwise. It would be the responsibility of the party to proofread all the matter at all stages before sending it for print.
<u>Payment</u>	Payment will be made within 30 days of delivery of the job in proper condition and presentation of the bill along with necessary certificate/delivery challans, barring extraordinary circumstances. No extra charges/taxes will be paid over and above the comprehensive cost quoted and mentioned in the work order.

**HOW TO TENDER**

Bidders are requested to submit their bids in a single sealed package (marked ‘MMTC Print Job - Diary 2016’) containing the following, with a covering letter clearly stating the enclosures:-

1. Creative Submission (diary samples),
2. EMD of Rs. 10,000/- (in a separate sealed envelope),
3. Essential Documents (Registration proof, VAT, PAN), and
4. Price Bid in the below-mentioned format (in a separate sealed envelope).

**Format for PRICE BID**

**Executive New Year 2016 Diary (1500 nos)**

Total turnkey cost of 1500 nos. hard cover executive diaries; including charges for printing/supply, systems work, design/ art work, cost of paper, packing, delivery, all taxes etc.	Rs..... /- (all inclusive)
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Cost of additional diaries if required will be calculated proportionately. Commercial bids should be most competitive and comprehensive.

**SELECTION:** Bids for Diaries would be finalized based on design, quality and price of the samples. Estimated price range of the diary would be between Rs. 100/- to Rs. 140/- only. Bids received after the due date and time mentioned below will be treated as invalid and not be accepted.

Offers not in line with our format, terms/conditions, eligibility norms, technical parameters will be rejected. **MMTC reserves the right to reject any or all the offers without assigning any reason whatsoever.**

**OTHER INFORMATION:** Kindly address the complete physical tender package to: Chief Manager, Corporate Communications Division, 2<sup>nd</sup> Floor, MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi-110003 (Phone: 24362200 Extn – 1474/ 1247).

**LAST DATE FOR SUBMISSION IS: 29.10.2015 (Thursday) at or before 11.00 AM**  
**OPENING DATE & TIME IS: 29.10.2015 (Thursday) at 12.00 noon**

**Bid Document is non-transferable. Each page of the bid submitted should be signed/ stamped by the bidder. Authorized representatives of the bidders may attend the opening of technical bids.**

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