

Ref : Quotation for printing of Annual Report,
Chairman Speech & Envelopes etc.

Dear Sir,

Delhi Financial Corporation intends to get its Annual Report, Chairman's Speech, Envelopes printed for the financial year 2013-14 as per the following schedule :-

S.No.	Description	QTY	No.of pages	Size
01	AnnualReport(English)	500 copies	48	11"X8.5"
02	Annual Report(Hindi)	250 copies	48	11"X8.5"
03	Annual Report(Punjabi)	250 copies	48	11"X8.5"
04	Annual Report (Urdu)	250 copies	48	11"X8.5"
05	Chairman Speech (Bilingual)	100 copies	12	9.5" X5.5
06	Envelopes	500 copies		10 "X12"
07	Envelopes	100 copies		6"X10"

The Annual Report and Chairman's speech are to be printed on 250 GSM Indian Art Paper for cover page while the text would be 110 GSM. There may be four pages with multi colour printing in the Annual Report. However, if the number of colour pages increase , additional cost per page would be payable separately. It is a time bound assignment and the printers is expected to adhere to the delivery date sacrosanctly.

02. The award of above work be given on the following terms & conditions:-


- i) The translation compilation work of Annual Report and Chairman's speech are to be arranged by the printer firm & Printer fully responsible for translation work, accordingly to English version of Annual Report & Chairman speech.
- ii) The number of pages may vary from the above mentioned details for which Separate charge per page both the text and colour may be mentioned.
- iii) The sealed quotations shall be submitted by the printer strict In consonance with the specifications quoted above and may deviato shall make the offer for rejection.

iv) No post enquiries shall be entertained by the Corporation.

The Delivery of the printed material is to be made as under:-

- a) English version of Annual Report and Bilingual version (English & Hindi) of Chairman's speech with envelop Maximum 20 days of the placement of the order.
- b) Annual Report in Hindi, Punjabi & Urdu maximum with in 45 days of the supply of the English version of Annual Report
- v) Failure to supply the printed material as per v(a) above shall Attract penalty @ 5% of the cost of said order for each day of Delay failing maximum upto five (5) days but in any case before 21.07.2014 failing which the earnest money deposited by you at the time of empanelment with Corporation will be forfeited and you will be black listed.
- vi) Failure to supply rest of the printed material as per v(b) above attract the penalty of 20% of the total cost of the order.
- vii) The Corporation undertake to handover the material back after Proof reading within 24 working hours of its receipt from the printer.
- viii) The sealed quotations offers may be deposited indicating the Cost of the work latest by 27.05.2014 upto 4.00 p.m. to General Administration Department , Plot No. 37-38, Pankha Road Instl. Area, D-Block, Janakpuri, New Delhi-58. The same will be opened at 4.30 p.m. on the same day by members of the Purchase Committee in the chamber of General Manager (C.A.) in the presence at the time opening of the sealed quotations.

Yours faithfully,


(Kaushalya Devi)
Manager (GAD)