



[Corporate Communications Department]

Notice Inviting Tender

Tender Ref: CorpComm/GreetingCardPrinting/2018

Tender Date: 22.11.2017

Last Date for Tender Submission: 28.11.2017

Balmer Lawrie & Co. Ltd. invites quotation from registered printers for printing and supply of 6620 Balmer Lawrie Greeting Cards and Envelopes for the year 2018. Printers are requested to submit their rates in a sealed envelope as per the below mentioned specifications.

Scope of Work

Printing and Supply of 6620 Balmer Lawrie Greeting Cards and Envelopes

1. The Greeting Card when folded will be of size 12cm (h) x 17cm (w)
2. Finished Envelope will be of size 13.5 cm (h) x 19cm (w)
3. The paper specs are as follows
 - a. 300 GSM Gloss White Art Paper for Greeting Card
 - b. 120 GSM White Art Paper for Envelope
4. Specifications for Greeting Card printing are as follows. The design sample of the card is provided at the end of the Tender Document as Annexure A
 - a. **Page 1** - The Balmer Lawrie Logo on the front will be Embossed with Spot Varnish. The Company Name at the bottom will be in Gold Foil
 - b. **Inside page and back** - Four colour printing (bilingual). Content (excluding company logo and name) on page 3 to be printed in special gold. Price bid to be submitted for
 - i. Four Colour Printing with Special Gold
 - c. Out of 6620 cards **1575 cards** will be printed with name and designation (bilingual) on page 3
5. Specifications for Envelope printing are as follows
 - a. Company Name and Logo (bilingual) in two colour to be printed on the left bottom of the envelop
 - b. The envelope layout will be landscape with top open

Tender Document

Tender Document comprises Form I (Price Bid)

Tender Submission

Tenders to be addressed to Ms. Mohar Mukhopadhyay, Head – Corporate Communications, Balmer Lawrie & Co. Ltd., 21 Netaji Subhas Road, Kolkata – 700 001, and submitted by **28.11.2017, 6:00 pm**

Validity of Offer

Tenderers shall keep their offer valid for a period of 60 days from the date of opening of Price Bid.

Delivery Period

Sample card and envelop for proof checking to be submitted within five days of issue of work order. The entire delivery of cards and envelops to be done within 12 days of receiving approval of proof.

Non-Conformance

Tenders not conforming to the above-mentioned requirements are liable to be rejected.

Right of Acceptance / Rejection

Mere issue of tender document and submission of bids does not necessarily qualify for consideration of bids. M/s Balmer Lawrie & Co. Ltd. reserves the right to accept or reject any or the lowest tenderer either in part or in full without assigning any reason whatsoever.

Note:

1. Bids of any tender may be rejected if a conflict of interest between the bidder and the Company is detected at any stage.
2. BL reserves the right to cancel the tender/offer without assigning any reason whatsoever.
3. The rate quoted will be valid for the 2018 Greeting Cards only.
4. Payment would be made by the Company after 30 (thirty) days from the date of receipt of proper bill from the Agency
5. Liquidated damages will be imposed at the rate of 1% per day subject to maximum of 10% of the Order Value against bill in case of delayed performance of the contract.

For Balmer Lawrie & Co. Ltd.

Mohar Mukhopadhyay
Head – Corporate Communications

Form I (PRICE BID)

Ref:
Date:

To
Head [Corporate Communications]
Corporate Communications Department
Balmer Lawrie & Co. Ltd.
21, Netaji Subhas Road
Kolkata – 700 001

Dear Madam,

Ref: Tender Ref. - CorpComm/GreetingCardPrinting/2018

Sub: Price bid for Supply and Printing of 6620 Greeting Cards and Envelopes

Reference to the above, (Printer Name)would like to quote the following for Printing and supply of Greeting Cards and Envelopes.

Basic Rate – Rs.per card with envelope for Four Colour Printing with special Gold

GST -

Net Price- Rs per card with envelope for Four Colour Printing with Special Gold.

(In Words _____per card with envelope)

Name of Organisation:

Signature:

ANNEXURE A



Back

Front



शुभकामनाएं
Season's Greetings

मंजूषा भटनागर
डिरेक्टर [एचआर एवं कॉर्पोरेट अफेयर्स]
Manjusha Bhatnagar
Director [HR & CA]

बाल्मर लॉरी एण्ड कंपनी लिमिटेड
(एचआर एवं कॉर्पोरेट अफेयर्स)  Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)