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**NATIONAL AGRICULTURAL COOPERATIVE
MARKETING FEDERATION OF INDIA LTD.**

NAFED House, Sidhartha Enclave, Ashram Chowk, Ring Road
New Delhi-110 014 (INDIA)

Ref.No:HO/PR/A.R/2017-18

Dated: 24.08.2017

**Sub: Designing and Printing of NAFED's
Annual Report 2016-17 – quotations reg.**

Dear Sir,

We invite sealed quotations for designing and printing of approx.1000 copies of Nafed Annual Report for the year 2016--2017. The Annual Report will be printed both in English and Hindi.

The important quality parameters and other relevant terms and conditions for printing of the above Annual Report shall be as under:.

- 1. No. of copies to be printed** : 1000 copies (**700 copies in English and 300 copies in Hindi**). Design for cover page both for English and Hindi Annual Report will be the same with different colour scheme.

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2. **Size** : 21.5 cm (width) X 28 cm (height) in finished form.
3. **Total no. of pages** : Approx. 90 to 100 pages (90+10 Cover page)
4. **Printing Process Option (A)** : 4 Color–8 to12 pages (including cover page)
Inside pages in Black/White Offset printing
- Option (B)**
- (Kindly submit rates separately for (A) and (B) above)** : All pages in 4 Color Offset printing
Number of pages may increase or decrease. Please specify the rates chargeable for every (4 pages additional / less) for 4 colour page.
5. **Quality of Paper to be used** : Inside pages – 130 gsm imported art paper matt. Cover pages- 300 gsm imported art card matt paper.
6. **Binding** : Cover laminated matt finish, creasing & Section sewing with perfect binding.
7. **Proof Reading** : Complete set of final draft containing print outs will be submitted to us for final approval before printing. Once the proof is approved by us the responsibility of proof reading will be yours.
8. **Delivery period** : Please indicate the time required for printing and delivery of Annual Reports after job order is issued.

Other Terms and conditions

- a) Quality and quantity should be strictly as per prescribed specifications.
- b) Minimum of 3 alternative design for cover and inside pages to be submitted for approval. In case none of three designs and inside cover page is approved additional design will have to be submitted.
- c) Delivery of Annual Reports has to be completed within the given delivery schedule. Non-delivery of Annual Report on time will invite penalty.



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- d) Statutory deductions on account of TDS and other admissible taxes shall be made while releasing the payment.
- e) Rates to be quoted for designing and printing of Annual Report should be net rate inclusive of all taxes.
- f) Annual Reports are to be delivered at NAFED HOUSE, Ashram Chowk, New Delhi.
- g) A copy of last year Annual Report can be seen in our office.

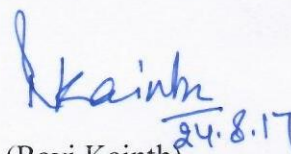
You are requested to submit your quotation on your letter head in a sealed cover clearly specifying your terms including payment, delivery schedule etc. for designing and printing of NAFED Annual Report – 2016-17 **latest by 4.00 P.M. on 08-09-2017** Submission of sample designs of cover page is highly desirable.

NAFED reserves the right to accept or reject any or all quotations for the above work without assigning any reason.

Suppliers should be only from Delhi and NCR Location.

Thanking You,

Yours faithfully,



(Ravi Kainth)
General Manager (PR)