



[Corporate Communications Department]

**Notice Inviting Tender**

**Limited Tender**

**Tender Ref: CorpComm/GreetingCardPrinting/2020**

**Tender Date: 25.11.2019**

**Last Date for Tender Submission: 05.12.2019**

Balmer Lawrie & Co. Ltd. invites quotation from empanelled printers for printing and supply of 3,700 nos. (+ /- 10%) Balmer Lawrie Greeting Cards and Envelopes for the year 2020. Printers are requested to submit their rates in a sealed envelope as per the below mentioned specifications.

**Scope of Work**

**Printing and Supply of 3,700 nos. each (+/- 10%) Balmer Lawrie Greeting Cards and Envelopes**

1. The Greeting Card when folded will be of size 12cm (w) x 17cm (h)
2. Finished Envelope will be of size 13.5 cm (w) x 18.5cm (h)
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. **Front (page 1)**
    - i. The motif on the card will be Spot Varnished.
    - ii. The BL Logo will be in Gold Foil stamping
  - b. **Inside page (page 03)** – The content on this page will be bilingual and printed in special gold excluding Company Name and Logo.
    - i. Out of 3700 cards 1785 cards will be printed with name and designation (bilingual)
  - c. **Back** - Four colour printing.
5. Specifications for Envelope printing are as follows (Envelope sample – Annexure B)
  - a. Two colour printing, portrait layout with top open

Price bid to be submitted for Four Colour Printing with Special Gold including Spot Varnish and Gold Foil.

**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 **05.12.2019, 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. In case of re-order / reprint, the cards and envelopes shall be printed at the same rate quoted by the printer

**Delivery Period**

Sample card and envelope for proof checking to be submitted within five days of issue of work order. The entire delivery of cards and envelopes to be done within 10 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. Name and designation has to be as per the sample given. For any error in content, the printer will be responsible for reprinting the cards
4. The rate quoted will be valid for Greeting Cards and Envelopes for the year 2020 only.
5. Payment would be made by the Company after 30 (thirty) days from the date of receipt of invoice from the Agency
6. Performance guarantee - If the quality of printing is not as per standard, an amount equal to 5% of the order value will be deducted
7. Liquidated damages will be imposed at the rate of 1% per day subject to maximum of 5% 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/2020**

**Sub: Price bid for Supply and Printing of 3700 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

GST - .....

Total Price- Rs ..... per card with envelope

(In Words \_\_\_\_\_per card with envelope)

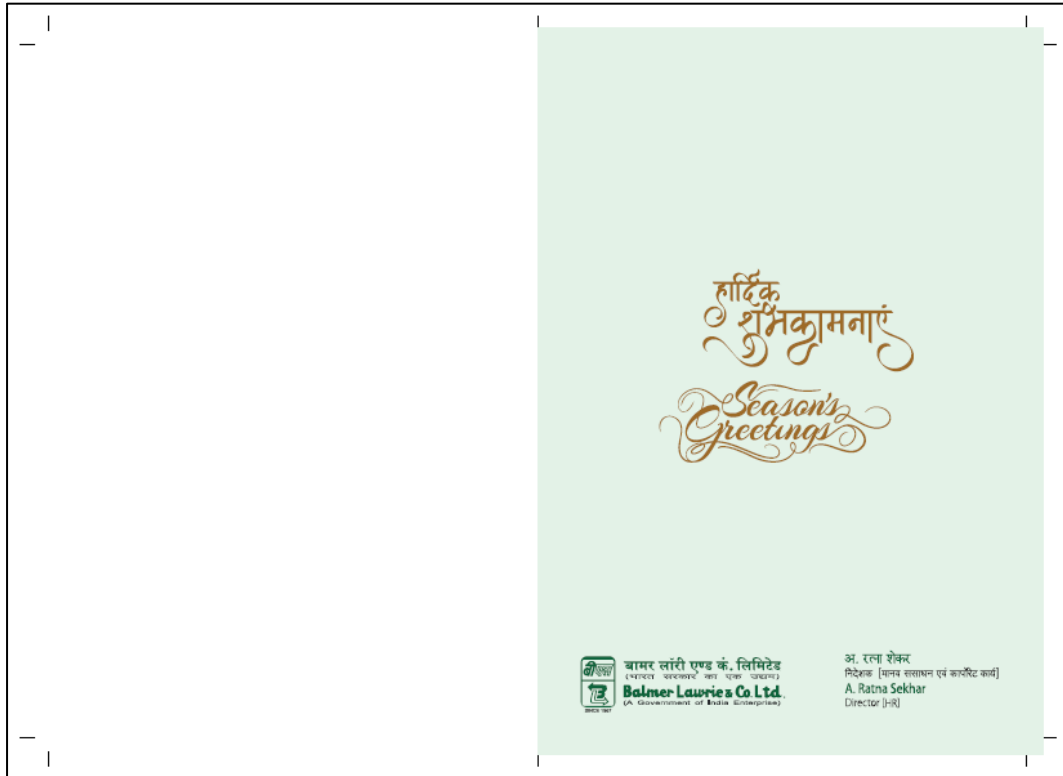
Name of Organisation: .....

Signature: .....

# ANNEXURE A



## With Name and Designation



## ANNEXURE B

