



QUOTATION FOR PRINTING - Diary/ Desk & Wall Calendars for 2018

RHFL invites applications from well established, resourceful and experienced Printers for printing and Supply of Diary/ Desk & Wall Calendars for the year 2018. The Printers, who meet the eligibility criteria and the RHFL's evaluation, will be awarded the work order.

ELIGIBILITY CRITERIA:

1. The printer should be in the same business at least for last 5 years
2. The printer should have done similar work in the past for reputed organizations.
3. Vendors based in CHENNAI will be given preference.
4. Vendor should give a self declaration that the firm has not been black listed by any client so far.

METHOD OF SUBMISSION:

The quotation with sample of papers for wall calendar and diary with testimonials/samples of similar work done in the past for reputed organizations along with an introductory letter about company profile may be forwarded in a **sealed cover** marked as "**Quotation for Diary / Calendar 2018 - to be opened by the Addressee**" to

The Executive Director,
Repco Home Finance Ltd.,
Corporate Office,
3rd Floor, ALEXANDER SQUARE,
No. 2, Sardar Patel Road,
Guindy, Chennai - 600032

Quotations shall reach us on or **before 5pm, 31th AUGUST, 2017**. No quote will be accepted by e-mail. *Quotes received after due date will not be considered.* Samples will be returned after finalization of the order.

QUOTATIONS INVITED FOR:

S. No	Particulars	Height	Width	Paper Quality	Specifications	Remarks	Quantity (approx)
1	Diary	240 cm	175 cm	80 GSM	Maplitho	Front Wrapper Multicolour with case binding 80 bound, first 16 pages RHFL sheets - 2 dates per sheet	6500
2	Monthly Calendar / Tamil	20 Inches	15 Inches	120 GSM	Maplitho	6 Sheets Front & Back - Multicolour printing	25000
3	Monthly Calendar / English	20 Inches	15 Inches	300 GSM	Art Board	4 Sheets/ Per Sheet 3 Months/wiro finishing top	25000

For any further clarification, please contact Ms. S A Venmani, Chief Manager (044 -42106650) during office hours (between 10 am-5 pm) on weekdays.

TERMS & CONDITIONS

Packaging and delivery of finished items to designated locations are responsibility of the printer.

The first proof of all items shall be submitted within 7 days from issuance of work order. All other subsequent proofs, if required, shall be forwarded to us within 3 days of intimation (in writing / mail) from our side. The delivery should take place within 25 days of the final strike order in Tamil Nadu branches and within 30 days for outside Tamil Nadu Branches (9 States/UTs). Branch Location can be obtained from the Company.

Non-compliance with the above quality specification and / or timeline will attract penalty @Rs.10000/- (lump sum) for each item and Rs.2500/- per day (of delay) respectively.

The Company reserves the right to accept / reject any/all quotation(s) without assigning any reason.

GRIEVANCE MECHANISM:

Any Vendor participating in this process but aggrieved by the decision of the Company may submit his/her representation in writing (within 10 days of completion of the process) to:

The Executive Director,
REPCO HOME FINANCE LTD,
Third Floor, Alexander Square,
New No: 2, Sardar Patel Road, Guindy,
Chennai - 600 032.
