

## Notice Inviting Tender

Tender Ref No: WML/PUR/22/2015

Dated: 22.06.2015

Sealed tender are invited from interested and eligible parties for designing and printing of corporate brochure for Webel Mediatronics Limited.

Scope of work and format for commercial offer:

SI No.	Items	Quoted price (Rs.)
1	Designing the corporate brochure / booklet approximate 20 pages of A4 Size, including the cover page. Scope of work covers thorough study of our products, its photography, copy writing and complete aesthetic designing.	
2	Printing of the booklet – 20 Pages / 4 Color / Offset printing A4 size approx. Cover pages 300 GSM Art board and other pages using 170 GSM Art paper. Matte Laminated at cover page only- Centre stitch binding – total quantity 1000 Pcs (Mention clearly the dimension of your quoted offer)	

### Eligibility Criteria for participation in the tender:

- Two bid system will be followed: a) Technical Bid will be verified first b) If Technically qualified, financial bid will be opened.
- Parties should have Tax registration and need to have experience in similar types of jobs – enclose documents in support of those.
- The Bidder should submit at least 3 sample brochure of this nature and size which is non-returnable. Bidder must have minimum three years experience in this field, preferably located at Kolkata.
- The participating vendor should have proper experience for designing and printing work of seminar brochure/ Booklet/corporate brochure, for any Govt. Dept / Corporate House / Private Organization.

- Qualification, experience profile of the team leader /top designer to be submitted. The person should study our website to have knowledge about our product profile and should have good visualization/advertising skill along with aesthetic design.
- Participating bidder should clearly mention their company's Annual Turnover.
- Order copy (minimum 3) and completion certificates to be submitted along with the tender documents.
- Team leader with proven track record who will actually executing the job should be present at the time of opening the Technical Bid for the purpose of evaluation.
- Once the contract is awarded, suitable person may have to be deputed at WML office during the design period for clear understanding of our requirement. He may have to visit our customer's place as and when required, for taking photography and application related data.
- The Bidder should submit Earnest Money Deposit (EMD) of Rs. 500/- (in the form of DD) which is Non- refundable.

Terms & Conditions:

- Indicate applicable Taxes
- Delivery strictly within 15 Days. One sample copy of brochure is to be submitted to WML representative for vetting, within 10 days from the date of issuance of order.

Payment Terms: No advance will be given. Payment will be released after 2/3 weeks of delivery once the supplied brochure is acceptable by us.

We reserve the rights of canceling the order if quality/progress of work is found not satisfactory. No claim for payment will be entertained in such case.

Pre-bid meeting – 29.06.2015 at 11 AM

Last Date of Submission of bid – 01.07.2015 at 6 PM

Tender opening date (Technical) : 02.07.2015 at 11.30 A.M.

Contact Person: Mrs. K. Sikdar

Dy Manager Purchase

Ph: 9830157448

Webel Mediatronics Limited

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