



**Request for Proposal for  
EMPANELMENT OF PRINTERS & DESIGNERS**

The National Housing Bank intends to make a panel of Printers & Designers for designing and printing jobs. The panel would be valid for a period of three years. The average expenditure towards printing in a financial year is Rs. 20.00 lakh

Reputed printers experienced in conceptualizing, designing, printing of documents etc. who have sound back-up for excellent designing, scanning, planning etc. for publication of various descriptions / literature for black & white and multi colour jobs needs to apply. The printing and designing jobs broadly includes designing and printing of brochures, reports, posters, pamphlets, letter heads, envelopes, visiting cards, greeting cards, files, folders, bags, publicity material etc. on the basis of modern facilities standards available the industry.

**Terms and conditions**

1. The Printer must have **own Printing Press** with modern technology located in New Delhi. Applicants not having own Printing Press will NOT be considered.
2. The Printer must have a **minimum 3 years experience** in handling Printing Jobs.
3. The applicant must have a **Minimum Turnover of Rs. 1.00 Cr** from the business of printing during the previous three financial years. (Attach Audited Balance Sheet and/ or Auditor's Certificate)
4. The printer must be **on the approved panel of at least 2** Public Sector Banks or Public Sector Undertakings.
5. Applicant must have **VAT Registration Number**. (Attach Copy)
6. The applicant must be an **Income Tax Assessee** having filed returns in the last three assessment years. (Attach Copies of PAN Card and Return filed during the last three years)
7. Proposals of the interested firms can also be rejected at the sole discretion of the NHB, if any application found incomplete or information provided by the printer is not in the prescribed format and is inconsistent and inaccurate.
8. NHB reserves the right to keep or remove any firm on the approved panel for designing and printing jobs etc. for any administrative reason
9. The firms for contracts will not be entertained if having any dispute with NHB till settlement of the dispute.
10. In case of the dispute, the decision of the CMD, NHB would be final and binding.

11. The last date of submission of the documents is 29/06/2012. The Printers & Designers have to submit the earnest money of Rs. 50,000/- (Rupees fifty thousand only) **(Refundable)** by electronic bank transfer, the credit mandate form of which is enclosed herewith, while submitting their proposal. The party must submit confirmation slip of payment, in absence of which, the proposal shall not be entertained.
12. In case the designated day is declared as a public holiday, the same may be extended to next working day. The offers must be submitted in covers duly sealed, failing which the documents would not be accepted. National Housing Bank reserves the right to reject any application without assigning any reason. No proposal will be entertained / received after the prescribed due date.

The applications have to be submitted to Dispatch Section on 4th floor, addressed to General Manager, Corporate Communication Cell, National Housing Bank, Core 5A, 5th floor, India Habitat Centre, Lodhi Road, New Delhi - 110 003.



## CREDIT MANDATE FORMAT(Vendor)

Date \_\_\_\_\_

We authorized to you to transfer a sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to our Bank Account through Account Transfer/NEFT/RTGS, details of which is as under:

### PARTICULARS OF BANK ACCOUNT

A. Name of Account same as in the Bank	NATIONAL HOUSING BANK
B. Name of the Bank	ICICI BANK LIMITED
C. Name of the Branch	NEW DELHI- CONNAUGHT PLACE
D. Address of the Branch	9A, PHELPS BUILDING, INNER CIRCLE, CONNAUGHT PLACE, NEW DELHI- 110001
E. Account No.	000705001504
F. Account Type	CURRENT
G. MICR Code.	110229002
H. IFSC Code of the Bank Branch	ICIC0000007

Please note that the payment is required to be made through Electronic Mode (Account Transfer/NEFT/RTGS) only. Payment deposited through cheques or any other mode will not be accepted.

Please fill the confirmation slip given hereunder and submit the same alongwith a copy of bank transaction counterfoil to the Accounts Department for record/necessary action.

To,

\_\_\_\_\_  
\_\_\_\_\_

### CONFIRMATION OF PAYMENT BY THE VENDOR

I confirm that an amount of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only) has been transferred through (Account Transfer / NEFT/RTGS)\* to ICICI Bank Account No. \_\_\_\_\_ of National Housing Bank on \_\_\_\_\_ (date) towards \_\_\_\_\_.

This is for your information and record.

\* Strike out whichever is not applicable.

Signature: \_\_\_\_\_

Name of the Vendor: \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_