



# HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001  
Tel No.01905-227519, Fax No.01905-227518,  
himachalgraminbank.org, email – [hogadhpgb@hpgbank.co.in](mailto:hogadhpgb@hpgbank.co.in)

Date: 06.11.2017

## **Tender notice for printing and supply of Wall Calendars for the year 2018:**

Himachal Pradesh Gramin Bank invites tenders for printing and supply of 60,000 (Sixty Thousand Only) Three sheeted both side colored printed wall calendars from printers (Approved by PNB / Any RRB sponsored by PNB) who are engaged in printing and supply of calendars.

The specifications are as below:

S.No.	Specifications/ Brand	Quantity
1	<ul style="list-style-type: none"><li>3 Sheets of size 14"X19.50" (Approx) on Megnostar Art Paper(Glossy) 170gsm paper</li><li>Both side alcohol based multi colored printing</li><li>Spiral binding with clip at the top</li></ul>	60,000

Interested parties may contact Chief Manager (GAD), Head Office in this regard.

Last date and time for submitting tender : 20/11/2017 (02:00P.M.)

Date and time for opening of tender : 20/11/2017 (03:00P.M.)

Technical Bid (Annexure-I)

Financial Bid (Annexure- II)

## **INSTRUCTIONS TO BIDDERS – SPECIAL AND GENERAL TERMS AND CONDITIONS :**

1. Sealed Tenders should reach our Head Office, Jail Road, Mandi on or before 20.11.2017 (up to 2:00P.M.).
2. Tenders received after 20.11.2017(2:00P.M.) will be rejected.
3. Tenders will be opened at 03:00P.M. in our Head Office, Jail Road, Mandi on 20.11.2017.
4. Bidder should depute his/her representative to our office on 20.11.2017 at 03:00P.M. to participate in the tender opening process by the Tender Opening Committee.
5. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates.
6. The printer/ suppliers will have to **deposit Earnest Money** in the form of **DD of Rs. 25,000/-** in favour of "**General Manager Himachal Pradesh Gramin Bank**" payable at Mandi and should be enclosed with Technical Bid.
7. The Bidder should have had printed and supplied at least one similar wall calendars tender to any Government organization/Bank. Order copy needs to be attached along with Technical bid.
8. The bank reserves the right to reject the tender without assigning any reason.
9. All the documents must be duly signed by the Authorized signatory.
10. The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

- a. **ENVELOPE NO. 1:** Should contain (i) Technical Bid duly signed and stamped and superscribed as "Technical Bid. and (ii) Earnest Money Deposit.
- b. **ENVELOPE NO. 2:** Should contain the Financial Bid duly signed, stamped and superscribed as "Financial Bid.
- c. **ENVELOPE NO. 3:** Should contain Envelope 1 and Envelope 2. Envelope should be super scribed as "TENDER FOR WALL CALENDARS -2018".

11. After technical evaluation of the bids by the Committee, only bidders found to be eligible will be short listed for opening of the financial bids.
12. Sub-tendering of the job will not be allowed.
13. Goods shall be accepted/received subject to inspection at our Head Office.
14. Standing terms and conditions of the bank in force from time to time shall apply.
15. No deviation in quality/specification of materials will be permitted.
16. Rejected goods will be removed from the bank premises by printers immediately within 24 hours, failing which these will be disposed off by the bank at printer's cost and no claim for the same shall be entertained. Bank will not be responsible in any respect.
17. Bank reserves the right of imposing penalty before accepting the goods if useable for defects (minor or major) and for delays, which shall be final and binding.
18. The bank reserves the right to increase/decrease the quantity to be printed at any time and without assigning any reason whatsoever.
19. If quantity found less in any packet supplied by the printer, the payment will be made on average basis with additional penalty of 10% of the cost of calendars/ Diaries of that lot.
20. In case of any dispute, the decision of the Chairman shall be final and binding.
21. The rough proofs/Samples are required to be sent to us within 03 days for approval of the bank from the date of our order and the supply is to be made within 21 days from the date of approval of proofs/design. In case of delay, the penalty shall be imposed as below which shall not be disputed.
  - i) For delay up to 07 days = 3% of order
  - ii) For delay more than 07 days = 5% of order
22. Delivery: F.O.R., Central Stationery Centre(CSC), nearly 3 Km away from Main Market, Mandi(H.P.)
23. Packaging: 200 wall calendars should be tightly packed with sutali and 400 calendars to be kept in box.
24. Rate quoted should inclusive of labour charges, packing charges and freight charges etc.
25. Rates quoted should be exclusive of GST and HSN Code should be mentioned.
26. GST No or Application reference number should be attached alongwith Technical Bid.
27. All disputes are subjected to Mandi(H.P.) Jurisdiction only

**General Manager**

**Technical Bid**

**1. GST DETAILS:** Copy enclosed.

**GST NO.-**.....

**FIRM NAME-**.....

**2. Experience Certificate:** I have enclosed order copy of “printing and supply of Wall Calendars” printed by us in past to Government Organization/ Bank.

**3. DECLARATION**

I/ We have read the special conditions, instructions to bidders and conditions of printing and supply of calendars and fully understood the contents and accepted the same in to. I/We made my/ our offer keeping in view of all these conditions/ instructions forming part of the tender enquiry.

I/ We have enclosed an EDM of Rs. 25,000/- (Rupees Twenty Five Thousands only) vide DD No.....dated.....Payable at.....

**Auth.Signature**

**Name and Address of firm with seal.**

**FINANCIAL BID**

TENDER DOCUMENT FOR PRINTING AND SUPPLY OF WALL CALENDARS-2018

**Specification for the 3 sheeted calendar:**

<b>S.No.</b>	<b>Specifications/ Brand</b>	<b>Quantity</b>	<b>Rate/Calendar (Exclusive of GST)</b>	<b>HSN Code</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• 3 Sheets of size 14"X19.50" (Approx) on Megnostar Art Paper(Glossy) 170gsm paper</li> <li>• Both side alcohol based multi colored printing</li> <li>• Spiral binding with clip at the top</li> </ul>	<b>60000.</b>	<b>Rs.....per calendar.</b>	

The above quoted rates are confirmed including all labour, packing charges and freight charges, if applicable and F.O.R. at Central Stationery Center. Also, rate quoted are exclusive of GST.

**Place:****Date:****Auth.Signature****Name and Address of firm with seal.**