

**Tender Notice for printing and supply of Calendars and Diaries for the year 2020**

**Punjab Gramin Bank** invites tenders for printing and supply of calendars and diaries from the printers/suppliers who are engaged in printing and supply of Calendars and Diaries.

The quantity of Calendars and Diaries required is as under:-

S. No.	Particulars	Size (Appr.)	Quantity
1.	Three Sheeter Calendars	15"X20"	85000
3.	Executive Diaries	Normal Size 7"X9.5"	2000
4.	General Diaries	Normal Size 7"X9.5"	2000
5.	Holiday/ Table Calendars	9"X12"	3500

Printers/suppliers may visit our Head Office to see samples of Calendars and Diaries on any working day during office hours. Interested parties may contact Functional Manager (GAD), Head Office, Kapurthala in this regard.

For details, visit our Website: [www.pgb.org.in](http://www.pgb.org.in)

Last date of Submitting Tender : 18.10.2019 (02.00 P.M.)

Date of opening of Tender : 18.10.2019 (03.00 P.M.)

  
**General Manager**

For Terms & Conditions :(Annexure-I)  
 For Technical Bid : (Annexure-II)  
 For Financial Bid : (Annexure-III)

## ANNEXURE-I

### INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS FOR PRINTING AND SUPPLY OF CALENDARS AND DIARIES FOR THE YEAR 2020

#### 'TECHNICAL BID'

The printers/suppliers, who are not in the panel list of printers of Punjab Gramin Bank, have to deposit Earnest Money in the shape of Demand draft of Rs.20000/-in favour of **Punjab Gramin Bank** payable at **Kapurthala** and should be enclosed with financial bid.

#### FOR THREE SHEETER CALENDARS:

Double side in multi-colours calendar to be printed on imported art Paper 130 GSM, size 15" x 20" (approx.) with alcohol base printing as per approved design with coated iron strips of 4 mm on upper side with good quality silken thread for hanging as per sample.

**FOR EXECUTIVE DIARIES(NS):-** Single date diary with Bank title printed on 64-70 GSM (Grade A paper) print paper with option of 6 leaves or 8 leaves on art paper with good workmanship as per sample, in polythene packing (lock), Matt Lamination, UV varnish, hard binding.

**FOR GENERAL DIARIES(NS) :-**Two date diary with bank title printed on 64-70 GSM (Grade A paper) print paper with option of 6 leaves or 8 leaves on art paper with good workmanship as per sample, in polythene packing (lock), Matt Lamination, UV varnish, hard binding.

#### OTHER TERMS & CONDITIONS

1. Sealed Tenders should reach Head Office, Kapurthala on or before 18.10.2019(up to 02.00 P.M.).
2. Tender received after 18.10.2019. (02.00 p.m.) will be rejected.
3. Tenders will be opened at 03.00 p.m. in our Head Office, Kapurthala on 18.10.2019.
4. Bidder can depute his representative to our office on 18.10.2019 at 03.00 P.M. to witness tender opening process.
5. Incomplete tenders will be summarily rejected. There should not be any cutting or Overwriting on tender while quoting the rates.
6. The Bank reserves the right to reject the Tender without assigning any reason.
7. All the documents must be duly signed by the Authorized signatory.
8. Technical Bid should be inserted in envelope '**B**' and Financial Bid and General terms & conditions in envelope '**C**'. Both the envelopes should be sealed and inserted into a third envelope '**A**' which should also be sealed. Envelopes should be marked as under:-

**Envelope 'A' Tender for Calendars & Diaries-2020**

**Envelope 'B' Technical Bid for Calendars & Diaries-2020**

**Envelope 'C' Financial Bid for Calendars & Diaries-2020**

The financial bids of only those vendors will be opened which will be technically found suitable for bank purpose.

Contd....

9. The envelope should be super scribed as "**TENDER FOR CALENDARS & DIARIES-2020**".
10. Sub-tendering of the job will not be allowed.
11. Bank may place the order item wise to the firm having lowest rate in the respective item or Bank may place the order to the firm having lowest quoted rates as a whole in respect of all items mentioned in the tender.
12. Standing terms and conditions of the Bank in force from time to time shall apply.
13. The tenderers are requested to call our office for getting the sample/ clarifications regarding specifications etc., if any, on any working day.
14. No deviation in quality/specification of materials will be permitted. Vendor has to get approval of sample of Calendars & Diaries from Head Office, Kapurthala.
15. 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.
16. 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.
17. **The Bank reserves the right to increase/decrease the quantity to be printed at any time and without assigning any reason whatsoever.**
18. 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.
19. It is bank's very prestigious job and time bound, as such; utmost care is to be taken to maintain its high quality and timely delivery. Each bundle of 25 Calendars should be packed in one polythene.
20. In case of any dispute, the decision of the Chairman shall be final and binding.
21. The rough proofs are required to be sent to us within 02 days for approval of the Bank from the date of our order and the supply is to be made within 25 days from the date of approval of proofs/design.
22. **No CDR file will be provided by the bank.**
23. **Vendor should send sample of Calendars & Diaries already printed & supplied by them to any Institution/Bank.**
24. The court of Kapurthala only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of the contract.
25. The Vendor has to deliver Calendars & Diaries in given quantities at the following addresses:-

Office	Calendar	Diaries		Holiday Calendars
		Executive	General	
Regional Office, Amritsar	15500	300	350	500
Regional Office, Bathinda	10500	250	250	500
Regional Office, Ferozpur	14500	300	350	500
Regional Office, Hoshiarpur	15500	300	350	500
Regional Office, Jalandhar	12500	300	300	500
Regional Office, Sangrur	13500	300	300	500
Head Office, Kapurthala	3000	250	100	500
<b>Total</b>	<b>85000</b>	<b>2000</b>	<b>2000</b>	<b>3500</b>

  
General Manager

**Technical Bid**

Sr. No.	Particular	Description
1	Name of the Vendor/ Contractor/ Company / Firm and address of the registered office:-  Complete Address:-  Land Line Phone Number:-  Mobile Number:-  E-Mail:-  Website, if any:-	
2	Date & Year of Establishment (Enclosed documentary evidence)	
3	Type of the Organization:- (Whether Sole Proprietorship, Partnership, Private Ltd. or Co-operative body etc.)	
4	Name of the Proprietor/ Partners/ Directors of the firm with address and Mobile Numbers a.  b.  c.	
5	Whether the firm has worked for the Government/ Semi Government or any other Public Sector Banks etc. if so, provide name of the organization and agreement copy (Names, Address & Contact No.)	
6	Banker Name & Branch along with Account No. with IFSC.	
7	GSTIN	
8	PAN No.	
9	Details of Demand Draft of Rs. 20000/-	

**(Signature of Bidder with Seal of Firm)**

**“Financial Bid”**

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF CALENDARS AND DIARIES -2020**

(Amount in rupees)

S.N.	Particulars	Quantity	Rate without GST	GST	Total amount
1.	Three Sheeter Calendar [15" x 20"(approx.)]	85000	Rs.....per calendar		
2.	Executive Diary (7"X9.5")	2000			
	• Six leaves insertion				
	• Eight leaves insertion				
3.	General Diary (7"X9.5")	2000			
	• Six leaves insertion		Rs.....per diary		
	• Eight leaves insertion		Rs.....per diary		
4.	Holiday/Table Calendars (9"X12")	3500			

It is confirmed that the above quoted rates are including packing charges and freight charges and all Govt. taxes, if applicable, except GST.

**DECLARATION**

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

**(For non-empanelled PGB printers)**

I/We have remitted an EMD of Rs.20,000/- (Rupees Twenty thousands only) vide DD No..... dated..... drawn on ..... Bank,..... Branch.

**Authorised signatory**

**Place:**

**Date:**

**Name & Address of Firm with Seal**