



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001

Tel No.01905-227519, Fax No.01905-227518,

www.hpgb.in, email – hogadhpgb@hpgbank.co.in

Date: 03.10.2019

Tender notice for printing and supply of Diaries and Table calendars for the year 2020.

Himachal Pradesh Gramin Bank invites tenders for printing and supply of diaries and table calendars from printers (Approved by PNB / Any RRB sponsored by PNB) who are engaged in printing and supply of diaries and table calendars.

Sr.No.	Particulars	Quantity
1	Manager Diary	2000
2	Executive Diary	500
3	Table Calendars	1400

Interested parties may contact Manager (GAD) on 01905-227519, Head Office in this regard.

For details, kindly visit our website: www.hpgb.in

Date of Commencement of Tender	03.10.2019
Last date and time of submitting tender	24.10.2019(02:00P.M.)
Date and time for opening of tender	24.10.2019(04:00P.M.)

Technical Bid (Annexure-I)

Financial Bid (Annexure- II)

Note: Tenderer may see sample for details of design, printing, binding and for any clarification on any working day during office Hours at Head Office, Mandi.

INSTRUCTIONS TO BIDDERS – SPECIAL AND GENERAL TERMS AND CONDITIONS FOR SUPPLY OF DIARIES AND TABLE CALENDARS-2020:

1. Sealed Tenders should reach our Head Office, Jail Road, Mandi on or before 24.10.2019(up to 2:00P.M.).
2. Tenders received after 24.10.2019(2:00P.M.) will be rejected.
3. Tenders will be opened at 03:00P.M. in our Head Office, Jail Road, Mandi on 24.10.2019.
4. Tenderer should depute his/her representative to our office on 24.10.2019 at 03:00P.M. to participate in the tender opening process by the Tender Opening Committee.
5. The printer/ suppliers will have to **Deposit Earnest Money** in the form of **DD of Rs.30,000/- (Rupees Thirty Thousand Only)** in favor of **“General Manager Himachal Pradesh Gramin Bank”** payable at Mandi and should be enclosed with Technical Bid **along with GST No and PAN No.**
6. The Bidder should have had printed and supplied at least similar diaries and table calendars to any Government organization/Bank.
7. Order copy and previously supplied diaries and table calendars needs to be attached along with Technical bid.
8. Tender without **EMD, PAN No, Purchase order copy/experience certificate copy and 70-GSM Natural Crème paper sample , Valid GST Certificate No. along with evidence that the bidder is not black listed by GST authorities,** will be rejected.
9. The MSE units shall be exempted from submission of Deposit Earnest Money on production of requisite proof in respect of valid certification from MSME for the tendered item. The enlistment certificate issued by MSME should be valid on the date of opening of tender.
10. **Bidder has to carry samples of table calendars with technical bid, properly marked as TC01, TC02.....and rates be quoted in financial bid only.**
11. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates.
12. The right to reject any or all the tenders in whole or in part, without assigning any reason whatsoever is reserved with the Chairman, Himachal Pradesh Gramin Bank, HO Mandi.
13. All the documents must be duly signed by the Authorized signatory of the Firm.
14. 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, stamped (ii) Earnest Money Deposit, PAN No. Purchase order copy/experience certificate copy, 70 GSM Natural Crème imported paper sample, Valid GST Certificate No. along with evidence that the bidder is not black listed by GST authorities, and superscribed as “Technical Bid”.
- 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 DIARIES AND TABLE CALENDARS-2020**”.
15. 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.
16. Sub-tendering of the job will not be allowed.
17. Goods shall be accepted/received subject to inspection at our Head Office.
18. Standing terms and conditions of the bank in force from time to time shall apply.
19. No deviation in quality/specification of materials will be permitted.
20. 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.
21. 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.
22. The bank reserves the right to increase/decrease the quantity ($\pm 15\%$) to be printed at any time and without assigning any reason whatsoever.
23. 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 of that lot. Bank official may visit the press at the address given on the documents and if the given machinery/press is not found, Bank may forfeit the EMD.
24. The costs incurred by the applicant in making this offer, in preparing the sample or in any of the process of this tender will not be reimbursed by the Bank.
25. 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 of supply, the penalty shall be imposed as below which shall not be disputed.
- i) For delay up to 14days =2% of order
- ii) For delay more than 14days = 5% of order and EMD so deposited will be forfeited.
26. 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.
27. **Packing:** 20 Diaries and 20 table calendars should be tightly packed with Sutali Separately.
28. **Delivery:** The vendor has to deliver diaries and table calendars in given quantities at the following addresses at no extra cost:
- | Sr. No | Location | Quantity to be supplied | | |
|--------|---------------------------------|-------------------------|-----------------|---------------|
| | | Table Calendar | Executive Diary | Manager Diary |
| 1 | Central Stationery Centre Mandi | 320 | 250 | 580 |
| 2 | Regional Office Mandi | 340 | 50 | 400 |
| 3 | Regional Office Dharamshala | 220 | 50 | 300 |
| 4 | Regional Office Chamba | 180 | 50 | 240 |
| 5 | Regional Office Solan | 180 | 50 | 260 |
| 6 | Regional Office Hamirpur | 160 | 50 | 220 |
| | Total | 1400 | 500 | 2000 |
29. **Billing:** Bill is to be generated with prior consultation to bank as bill is to be generated separately in the name of sponsors (for the amount sponsored as stated by bank) and remaining amount will be charged under single bill in the name of Himachal Pradesh Gramin Bank, Head Office Mandi.
30. **Payment:** Will be made after receiving duly confirmed challans from concerned Regional Office.
31. Rate quoted should be inclusive of labour charges, packing charges and freight charges upto the destinations as mentioned above etc.
32. Rates quoted should be exclusive of GST.
33. In case of any dispute, the decision of the Chairman shall be final and binding.
34. All disputes are subjected to Mandi(H.P.) Jurisdiction only

General Manager

Technical Bid**A)**

Sr.No.	Particular	Description
1	Name of the Firm and address of Registered Office:- Land Line Phone Number:- Mobile Number:- E-mail:- Website, if any:-	
2	Date & Year of Establishment(copy of reg. certificate to be enclosed)	
3	Type of 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	Details of previous orders for wall calendars supplied to Govt. organizations/ Bank(for past three years) 1. Name of clients 2. Value of work 3. Time taken for execution	
6	Are you in panel of approved Printers of Govt./Semi-Govt./PSU's/Financial Inclusions/Bank's etc. if so give name of the organizations, year from which you are in the approved panel etc.	Yes/No Name of Organisation:
7	GST No.(Please enclose proof)	
8	PAN No. (Please enclose proof)	
9	Details of EDM in form of Demand Draft of Rs.30,000/-	DD No.- Date:-

Note: The above information must be supported by documentary proof/photocopies

Enclosures:-

- 1.
- 2.
- 3.
- 4.

B) No of samples carried:

1. Executive Diaries (ED).....
2. Manager's Diaries (MD).....
3. Table Calendars (TC).....

Note: Tenderer may see sample for details of design, printing, binding and for any clarification on any working day during office Hours at Head Office, Mandi.

All the samples carried by me for Table calendars have been properly marked as TC01, TC02... for Table Calendars and rates have been quoted against the each sample in my financial bid.

C) SPECIFICATIONS FOR DIARIES2020

Sr.No.	Specifications	For Manager Diary	For Executive Diary
1	Size of Pages	Refill Size-9.25"X6.75"	Refill Size-9.25"X6.75"
2	Size of Diary	9.75"X7.25"	9.75"X7.25"
3	Process of Printing	Inside pages single color with Bank Logo and motivating quote at bottom on each page	Inside pages single color with Bank logo and motivating quote at bottom on each page
4	No. of Pages	386(±5%)	386(±5%)
5	No. of Leafs	92(±5%)	185(±5%)
6	Quality of Paper for dater pages	70 GSM Natural crème paper	70 GSM Natural crème paper
7	No. of Diaries	2000	500
8	Paper for Text(Extra other than at Sr.No.5)	10 Leaves (information pages will be provided by Bank)on Art Paper 130 GSM with Colored logo & Text one color	10 Leaves (information pages will be provided by Bank)on Art Paper 130 GSM with Colored logo & Text one color
9	Language	Hindi & English	Hindi & English
10	Page Make up	Double date to a page(Saturday and Sunday on same page)	Single date to a page (Saturday and Sunday on same page)
11	Text Printing	Single color throughout by offset process	Single color throughout by offset process
12	Cover Box	_____	Duplex Card Box with printed logo of the Bank
13	Binding	Machine Silai along with matching Astar 120GSM with Hard Binding(with printed & laminated cover)	Machine Silai along with matching Astar 120GSM with Hard Binding(with printed & laminated cover)

D) SPECIFICATIONS FOR TABLE CALENDARS2020

Sr.No.	Specifications	Quantity
1	10"X8.5", 13 leaf both side printed, front side Colored photographs & back side Black & White planner, spiral at top side, hard board stand, front and back side with Name of the Bank & Logo printed.	1400

E).DECLARATION

I/ We have read the instructions to bidders – special and general terms and conditions for supply of diaries and table calendars-2020 and fully understood the contents. I/We agree to abide by all the terms and conditions as laid down in the tender document unconditionally and shall execute the Bank's jobs on bank's terms and conditions.

Place:

Date:

Auth. Signatory

Seal of Firm

FINANCIAL BID

TENDER NOTICE FOR PRINTING AND SUPPLY OF DIARIES AND TABLE CALENDARS -2020

A) For Diaries:

Sr. No.	Category	Quantity	Rate/Diary without GST	GST %with HSN Code
1	Manager's Diary	2000		
2	Executive Diary	500		

B) For Table Calendars:

Sr. No.	Specifications/ Brand	Quantity	Samples	Rate/calendar without GST	GST %with HSN Code
1	10"X8.5", 13 leaf both side printed, front side Colored photographs & back side Black & White planner, spiral at top side, hard board stand, front and back side with Name of the Bank & Logo printed.	1400	TC01		
			TC02		
			TC03		
			TC04.....		

The above quoted rates include all labour, packing charges and freight charges (Except GST) and F.O.R. at Regional Office Mandi, Regional Office Dharamshala, Regional Office Solan, Regional Office Chamba, Regional Office Hamirpur and Central Stationery Centre Mandi (quantity as specified in terms and conditions at Sr. No. 27).

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