



## HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001  
Tel No.01905-227519, Fax No.01905-227518,  
www.hpgeb.in, email – hogadhpgeb@hpgebank.co.in

Date: 12.09.2018

### **Tender notice for printing and supply of Diaries and Table calendars for the year 2019.**

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.

The specifications are as below:

S.No.	Specifications/ Brand	Quantity
1	Executive Diaries (VIP)-One dated Diary with box printed and size 18cm width X 24cm height- special papers (preferably 90GSM or more).	400
2	Manager's diary- One dated diary– Size 18cm width x 24 cm height-normal papers (preferably 70 GSM or more).	1400
3	Table Calendars 10"X7", 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 printed Logo & Name of the Bank.	800

\*Logo and name of the bank has to be printed on the diaries & calendar and 12-15 pages (including 2 colored pages) printed with the details/information provided by the bank has to be added to the diaries, at no additional cost.

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

For details, visit our website: [www.hpgeb.in](http://www.hpgeb.in)

Last date and time of submitting tender: 03.10.2018(02:00 P.M.)

Date and time of opening of tender: 03.10.2018(04:00 P.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 03.10.2018(up to 2:00P.M.).
2. Tenders received after 03.10.2018(2:00P.M.) will be rejected.
3. Tenders will be opened at 04:00P.M. in our Head Office, Jail Road, Mandi on 03.10.2018.
4. Bidder should depute his/her representative to our office on 03.10.2018 at 04:00 PM. 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 bidder will have to **deposit Earnest Money** in the form of **DD of Rs. 20,000/-** in favour of **“General Manager Himachal Pradesh Gramin Bank”** payable at Mandi and should be enclosed with Technical Bid.

7. The bank reserves the right to reject the tender without assigning any reason.
8. All the documents must be duly signed by the Authorized signatory.
9. 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 (ii) Earnest Money Deposit 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 -2019".
10. **Bidder has to submit the diaries and table calendars samples for approval along with the technical bids. The samples submitted should be clearly marked as ED01, ED02... MD01, MD02...and TC01, TC02... against Executive diary, Manager Diary and Table Calendars respectively.**
11. After technical evaluation of the bids and selection of samples by the Committee, only bidders found to be eligible will be short listed for opening of the financial bids.
12. Samples of Diaries and Calendars to be produced should be of price range (exclusive GST) mentioned below:

S.No	Item	Price range (Rs.) (Exclusive of GST)
1	Executive Diary	150 or below
2	Manager Diary	100 or below
3	Table Calendars	35 or below

13. Bidder who has quoted lowest rate (in total) of approved samples of all the three items viz Executive Diary , Manager Diary and Table calendars will be awarded with tender.
14. Sub-tendering of the job will not be allowed.
15. Goods shall be accepted/received subject to inspection at our Head Office.
16. Standing terms and conditions of the bank in force from time to time shall apply.
17. No deviation in quality/specification of materials will be permitted.
18. 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.
19. 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.
20. The bank reserves the right to increase/decrease the quantity to be printed at any time and without assigning any reason whatsoever.
21. 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.
22. In case of any dispute, the decision of the Chairman shall be final and binding.
23. 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
24. **Packaging:** 20 Diaries and 20 table calendars should be tightly packed with Sutali Separately.

25. **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	240	240	440
2	Regional Office Mandi	320	40	320
3	Regional Office Dharamshala	240	40	240
4	Regional Office Chamba	160	40	160
5	Regional Office Solan	240	40	240

26. **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.
27. Rate quoted should inclusive of labour charges, packing charges and freight charges etc.
28. Rates quoted should be **exclusive of GST** and HSN Code should be mentioned.
29. **GST No** should be attached alongwith Technical Bid.
30. All disputes are subjected to Mandi (H.P.) Jurisdiction only.

**Sd/-**  
**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	Experience Certificate/Order copy of previous supply made of wall calendars to Govt. organizations/ Bank	
6	GST No.	
7	PAN No.	
8	Details of EDM in form of Demand Draft of Rs.20,000/-	DD No.-  Date:-

**B). No of samples carried for approval:**

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

All the samples carried by me have been properly marked as ED01, ED02... MD01, MD02... TC01, TC02... for Executive Diary, Manager Diary and Table Calendars respectively and rates have been quoted against the each sample in my financial bid.

**C).DECLARATION**

I/ We have read the special conditions, instructions to bidders and conditions of printing and supply of calendars 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:**

**Signature**

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

**Annexure - II**

**FINANCIAL BID**

TENDER DOCUMENT FOR PRINTING AND SUPPLY OF DIARIES AND TABLE CALENDARS -2019

Product specifications are as below:

Sr. No.	Specifications/ Brand	Quantity	Samples	Rate/Item without GST	GST %with HSN Code	Rate with GST (per item)
1	Executive Diaries (VIP)-One dated Diary with box printed and size 18cm width X 24cm height- special papers (preferably 90GSM or more).	400	ED01			
			ED02...			
2	Manager's diary- One dated diary- Size 18cm width x 24 cm height- normal papers (preferably 70 GSM or more).	1400	MD01			
			MD02...			
3	Table Calendars 10"X7", 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 printed Logo & Name of the Bank.	800	TC01			
			TC02...			

\*Logo and name of the bank will be printed on the diaries & calendars alongwith 10-15 pages (including 2 colored pages) details/information to be provided by the bank to be printed and inserted at no additional cost.

The above quoted rates include all packing charges and freight charges and F.O.R. at Regional Office Mandi, Regional Office Dharamshala, Regional Office Solan, Regional Office Chamba and Central Stationery Centre Mandi (quantity as specified in terms and conditions). Rates are exclusive of GST.

**Place:**

**Date:**

**Auth. Signatory**

**Name and Address of firm with seal**