



## HIMACHAL PRADESH GRAMIN BANK

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

Date: 12.09.2018

### **Tender notice for printing and supply of Wall Calendars for the year 2019:**

Himachal Pradesh Gramin Bank invites tenders for printing and supply of 30,000 (Thirty 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 11.50"X22" (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>	30,000

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

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

Last date and time for submitting tender : 03/10/2018 (02:00P.M.)

Date and time for opening of tender : 03/10/2018 (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 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 03:00P.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 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 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, 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 WALL CALENDARS -2019".
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. 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 50 calendars should be packed in one polythene.**
23. **Packing should be strictly done as specified under Sr.No.22.**
24. **Delivery:** The vendor has to deliver calendars in given quantities at the following addresses at no extra cost:

Sr.No	Location	Calendar
1	Central Stationery Centre, Mandi	3600
2	Regional Office Mandi	8400
3	Regional Office Dharamshala	6600
4	Regional Office Chamba	4800
5	Regional Office Solan	6600

25. **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.
26. Rate quoted should be inclusive of labour charges, packing charges and freight charges etc.
27. Rates quoted should be exclusive of GST.
28. GST No should be attached along with Technical Bid.
29. All disputes are subjected to Mandi(H.P.) Jurisdiction only

**Sd/-**  
**General Manager**

**Technical Bid**

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.25,000/-	DD No.-  Date:-

**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.

**Auth. Signatory**

**Name & address of firm with Seal of Firm**

**FINANCIAL BID**

TENDER DOCUMENT FOR PRINTING AND SUPPLY OF WALL CALENDARS-2019

**Specification for the 3 sheeted calendar:**

<b>S.No.</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Rate without GST</b>	<b>GST % with HSN Code</b>	<b>Rate with GST (per calendar)</b>
1	<p><b>Paper:-</b> Three Sheets of size 11.50"X22" (Approx) on Megnostar Art Paper(Glossy) 170gsm paper</p> <p><b>Printing:-</b> Both side alcohol based multi colored printing.</p> <p><b>Binding:-</b>Spiral binding with clip at the top</p> <p><b>Packing:-</b> Each Bundle of 50 calendars should be packed in one polythene.</p>	30,000	Rs.....Per calendar		

The above quoted rates are confirmed including all labour, 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). Also, rate quoted are exclusive of GST.

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