



# 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 – [hogadhpgb@hpqb.co.in](mailto:hogadhpgb@hpqb.co.in)

Date: 03.10.2019

## Tender notice for printing and supply of Wall Calendars for the year 2020:

Himachal Pradesh Gramin Bank invites tenders for printing and supply of 30,000 (Thirty Thousand Only) Six 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>6 Sheets of size 14"X20" (Finished) on Megnostar Art Paper (Glossy) 130gsm paper.</li><li>Both side alcohol based multi colored printing as per instructions from Bank.</li><li>Spiral binding with clip at the top with 2" card board patti at the backside of calendar.</li></ul>	30,000

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

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

Date of commencement of tender	03.10.2019
Last date of submitting tender	24.10.2019(02:00P.M.)
Date and time for opening of tender	24.10.2019(03:00P.M.)

Technical Bid (Annexure-I)

Financial Bid (Annexure- II)

## INSTRUCTIONS TO BIDDERS – SPECIAL AND GENERAL TERMS AND CONDITIONS FOR PRINTING OF WALL 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.** Tender without **EMD, PAN No, Purchase order copy/experience certificate copy and Megnostar Art Paper (Glossy) 130GSM- Sample, Valid GST Certificate No. along with evidence that the bidder is not black listed by GST authorities,** will be rejected.
6. 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.

7. The Bidder should have had printed and supplied at least similar wall calendars to any Government organization/Bank. Order copy needs to be attached along with Technical bid.
8. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates.
9. 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.
10. All the documents must be duly signed by the Authorized signatory of the Firm.
11. 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, Megnostar Art Paper (Glossy) 130GSM- 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 WALL CALENDARS -2020**".
12. 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.
13. Sub-tendering of the job will not be allowed.
14. Goods shall be accepted/received subject to inspection at our Head Office.
15. Standing terms and conditions of the bank in force from time to time shall apply.
16. No deviation in quality/specification of materials will be permitted.
17. 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.
18. 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.
19. The bank reserves the right to increase/decrease the quantity ( $\pm 15\%$ ) to be printed at any time and without assigning any reason whatsoever.
20. 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.
21. The costs incurred by the applicant in making this offer, in preparing the sample Calendar or in any of the process of this tender will not be reimbursed by the Bank.
22. 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.
23. 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.
24. **Packing:** Each bundle of 50 calendars should be packed in polythene/bag.
25. **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	6000
2	Regional Office Mandi	7200
3	Regional Office Dharamshala	4600
4	Regional Office Chamba	3800
5	Regional Office Solan	4500
6	Regional Office Hamirpur	3900
<b>Total</b>		<b>30000</b>

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. **Payment:** Will be made after receiving duly confirmed challans from concerned Regional Office.
28. Rate quoted should be inclusive of labour charges, packing charges and freight charges upto the destinations as mentioned above etc.
29. Rates quoted should be exclusive of GST.
30. In case of any dispute, the decision of the Chairman shall be final and binding.
31. All disputes are subjected to Mandi(H.P.) Jurisdiction only

**General Manager**

Annexure-I

**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	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/photo copies.**

**Enclosures:-**

- 1.
- 2.
- 3.
- 4.
- 5.

**DECLARATION**

I/ We have read the instructions to Bidders- special and general terms and conditions, of printing and supply of wall 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.

**Date:**

**Place:**

**Auth. Signatory**

**Seal of Firm**

**FINANCIAL BID**

## TENDER NOTICE FOR PRINTING AND SUPPLY OF WALL CALENDARS-2020

**Specification for the 3 sheeted calendar:**

Sr. No.	Specifications	Quantity	Rate (GST Exclusive)	GST % with HSN Code
1	<p><b>Paper:-</b>Six Sheets of size 14"X20" (Finished) on Megnostar Art Paper(Glossy) 130gsm paper</p> <p><b>Printing:-</b> Both side alcohol based multi colored printing. Each page will contain three months alongwith creative. The calendar shall be having multi colored creative and other details such as month, days and dates as per Gregorian &amp; Hindi etc. below the picture as per the artwork provided by the Bank. All the pages of the calendar shall have the same layout.</p> <p><b>Binding:-</b>Spiral binding with hanger at the top with 2" card board patti at the backside of calendar.</p> <p><b>Packing:-</b> Each Bundle of 50 calendars should be packed in one polythenebag</p> <p><b>Delivery:-</b> Vendor has to deliver the calendars as per delivery schedule mentioned at Sr.No.24 under Instructions to bidders – special and general terms and conditions for printing of wall calendars-2020.</p>	30,000	Rs..... Per calendar)	

The above quoted rates are confirmed including 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.25)

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