



HIMACHAL PRADESH GRAMIN BANK

Head Office: Jail Road, Mandi, Himachal Pradesh -175 001
Tel No.01905-227519, Fax No.01905-227518,
himachalgraminbank.org, email – hogadhpgb@hpgbank.co.in

Date: 06.11.2017

Tender notice for printing and supply of Diaries and Table calendars for the year 2018.

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 8-10 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.

Last date and time of submitting tender: 20/11/2017 (02:00 P.M.)

Date and time of opening of tender: 20/11/2017 (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 20.11.2017 (up to 2:00P.M.).
2. Tenders received after 20.11.2017(2:00P.M.) will be rejected.
3. Tenders will be opened at 04:00P.M. in our Head Office, Jail Road, Mandi on 20.11.2017.
4. Bidder should depute his/her representative to our office on 20.11.2017 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. 10,000/-** 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 and superscribed as “Technical Bid. and (ii) Earnest Money Deposit.

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 -2018".

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. **Delivery:** F.O.R., Central Stationery Centre(CSC), nearly 3 Km away from Main Market, Mandi(H.P.)

25. **Packaging:** 20 Diaries and 50 table calendars should be tightly packed with Sutali separately.

26. Rate quoted should inclusive of labour charges, packing charges and freight charges etc.

27. Rates quoted should be **exclusive of GST** and HSN Code should be mentioned.

28. **GST No or Application reference number** should be attached alongwith Technical Bid.

29. All disputes are subjected to Mandi (H.P.) Jurisdiction only.

General Manager

Technical Bid

A). GST DETAILS: Copy enclosed.

GST NO.-.....

FIRM NAME-.....

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 diaries and table calendars 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.

I/ We have remitted an EDM of Rs. 10,000/- (Rupees Ten Thousands only) vide DD No.....dated..... payable at Mandi.

Place:

Date:

Signature

Name and Address of firm with seal.

FINANCIAL BID**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF DIARIES AND TABLE CALENDARS -2018**

Product specifications are as below:

S.No.	Specifications/ Brand	Quantity	Samples	Rate/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 8-10 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. Rates are exclusive of GST and will be charged _____% extra.

Place:

Date:

Signature

Name and Address of firm with seal.