



# सर्व हरियाणा ग्रामीण बैंक Sarva Haryana Gramin Bank

(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

Dated: 17.11.2018

## Re-Tender Notice for printing of Calendars and Fabrication of Diaries for the year 2019.

Sarva Haryana Gramin Bank invites tenders for printing of calendars and fabrication of diaries from the Experienced Vendors. The quantity of calendars and diaries is as under:

### Calendars

S.No.	Particulars	Size	Quantity	Remarks
1	3 sheeter Calendars	13.75"x19"	60000	Technical and financial details are given on Bank's Website

### Diaries

S. No.	Particulars	Quantity	Remarks
1	Diaries	9000	Technical and financial details are given on Bank's Website

The Printers/Diary manufacturers shall use paper and other raw material from their own stock.

Printers/Diary manufacturers may visit our Head Office to see samples of calendars and diaries and other terms & conditions only on any working day during office hours. In this regard, interested parties may contact Chief Manager (GAD), Head Office SHGB Plot No 1 Sector-3 Rohtak Haryana Pin 124001. For details, visit our Website: [www.shgb.co.in](http://www.shgb.co.in)

Last date of submitting tender: 03.12.2018 (upto 12.00 Noon)

Tender opening Date : 03.12.2018 (at 4.00 p.m.)

**GENERAL MANAGER**



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Annexure-I

## INSTRUCTIONS TO BIDDERS – SPECIAL & GENERAL TERMS & CONDITIONS FOR PRINTING OF CALENDARS-2019

### 'Technical Bid'

The bidder shall furnish the following documents:-

- Experience of printing of single order of minimum 10000 -15000 calendars. Order copy is to be attached. Minimum Two Years experience in the line is required.
- Earnest money in shape of Demand Draft for Rs.20000/- in favour of Sarva Haryana Gramin Bank payable at Rohtak is to be enclosed with the Technical Bid.
- Bids submitted without EMD in the form of DD will be summarily rejected.**
- Technical Bid shall be opened and examined first and if necessary, the verification shall be made and after that if found in order then only Financial Bid will be opened.
- Bidders shall possess four colour machine.

### SPECIFICATIONS

#### FOR THREE SHEETER CALENDER – 13.75”x19” :

Calendar will have three sheets both side printing. Each page will contain two months alongwith creative. The calendar shall be having Four-Colour creative and other details such as month, days and dates as per Gregorian & Hindi etc. below the picture as per the artwork provided by the Bank. All the pages of calendar shall have the same layout. The proofing of all the pages shall have to be got approved from the Bank before final printing with no additional cost.

#### Binding for three sheeter

The calendar will be wiro bound (Black) at the top with hanger so as to hang it properly and keep the calendar straight at the top with 2” Card Board Patti at the back side of calendar.

### GENERAL TERMS & CONDITIONS

- Tenders received after due date and time will not be considered. There should not be any cutting or overwriting on tender while quoting the rates.
- Incomplete tenders will be summarily rejected.
- The Bank reserves the right to accept or reject any / all tenders in whole or in part without assigning any reason whatsoever.
- The Bank reserves the right to distribute the job to more than one printer on L-1 rates as per the requirement of the Bank.



# सर्व हरियाणा ग्रामीण बैंक

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- 5 Sub-tendering of the job will not be allowed.
- 6 Goods shall be accepted/received subject to inspection at our Head Office.
- 7 Standing terms & conditions of the Bank in force from time to time shall apply.
8. The tenderers are requested to call on our office for getting the sample/clarifications regarding specifications, etc., if any, on any working day.
- 9 No deviation in quality/specification of materials will be permitted.
- 10 Rejected goods will be removed from the Bank premises by printers immediately within 24 hours, failing which these will be disposed of by the Bank at printer's cost and no claim for the same shall be entertained. Bank will not be responsible in any respect.
- 11 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.
12. The Bank reserves the right to increase/decrease the quantity ( $\pm 15\%$ ) to be printed at any time and without assigning any reason whatsoever.
13. 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. The Bank 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.
- 14 The tender must accompany the sample papers i.e., 130 GSM.
- 15 The printed material i.e. calendars will be delivered by the printer at all the Regional Offices (Ambala, Bhiwani, Hisar, Fatehabad, Rohtak, Panipat, Rewari, Palwal, Nuh and Gurgaon) and Head Office, Rohtak. ((FOR).
16. Packing in 50(No.) in Craft paper. Dispatch in bags of 100 calendars.
17. In case of any dispute, the decision of the Chairman shall be final and binding.

**GENERAL MANAGER**



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## ANNEXURE-II

### SPECIFICATIONS

#### A. For Three Sheeter Calendars.

Size	13.75"x19" (finished)
No. of Sheets	3 sheets (Three back to back on Art Paper)
Paper	Art Paper 130 GSM
Printing Process	Offset Four colors
Binding Style	Wiro (Black) at the top
Quantity (Nos)	60000

**Delivery Schedule:** On getting order, delivery must be within 15 days of order, in case of delay penalty will be imposed as per CVC guidelines maximum 2% of order cost (upto 14 Days) and EMD so deposited will be forfeited, Bank reserves the right to cancel the order.

**Payment Schedule:** payment will be made within 14 days of receipt of bills alongwith delivery challans duly confirmed from concerned receiving office.

**Note:** Tenderers may see sample for details of design, printing, binding and any other clarification on any working day during office hours at Head Office, Rohtak.



## ANNEXURE-III

### PROFORMA FOR QUOTATION FOR PRINTING OF CALENDARS - 2019

#### “Financial Bid”

#### A

1.	Three Sheeter Calendar in size 13.75"x19" (Finished)	Rs._____ per calendar + GST
2	Paper	Art Paper 130 GSM

We confirm that we have gone through the specifications of the Calendars and the rates quoted by us are as per the specifications given in the tender proforma and our rates are firm, unconditional and include all taxes, packing and transportation charges to all the given destinations.(Except GST)

Signature of tenderer

Date :

Name & Address of Firm with seal



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## ANNEXURE-IV

### **INSTRUCTIONS TO BIDDERS & GENERAL TERMS & CONDITIONS FOR DIARIES-2019**

#### **TECHNICAL BID**

1 The bidder shall furnish the following documents:-

- i) Experience of Minimum of Two Years printing of single order of minimum 2000 Diaries. Order copy is to be attached.
- ii) Earnest money in shape of Demand Draft for Rs.20000/- in favour of Sarva Haryana Gramin Bank payable at Rohtak is to be enclosed with the Technical Bid.
- iii) Technical Bid shall be opened and examined first and if necessary, the verification shall be made and after that if found in order then only Financial Bid will be opened.
- iv) **Bids submitted without EMD in the form of DD will be summarily rejected.**

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

#### **GENERAL TERMS & CONDITIONS**

1. Tenders received after due date and time will not be considered. There should not be any cutting or overwriting on tender while quoting the rates.
2. Incomplete tenders will be summarily rejected.
3. The Bank reserves the right to accept or reject any / all tenders in whole or in part without assigning any reason whatsoever.
4. The Bank reserves the right to distribute the job to more than one fabricator on L-1 rates as per the requirement of the Bank.
5. Sub-tendering of the job will not be allowed.
6. Goods shall be accepted/received subject to inspection at our Head Office.
7. Standing terms & conditions of the Bank in force from time to time shall apply.
8. The tenderers are requested to call on our office for getting the sample/ clarifications regarding specifications, etc., if any, on any working day.
9. No deviation in quality/specification of materials will be permitted.
10. Rejected goods will be removed from the Bank premises by printers immediately within 24 hours, failing which these will be disposed of by the Bank at printer's cost



and no claim for the same shall be entertained. Bank will not be responsible in any respect.

11. 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.
12. The Bank reserves the right to increase/decrease the quantity ( $\pm 15\%$ ) to be printed at any time and without assigning any reason whatsoever.
13. 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 diaries of that lot.
14. The finished diaries will be delivered by the printer at all the Regional Offices (Ambala, Bhiwani, Hisar, Fatehabad, Rohtak, Panipat, Rewari, Palwal, Nuh and Gurgaon) and Head Office, Rohtak.
15. Each Diary Should be wrapped in 170 GSM Cover.
16. 40(No.) Diaries will be packed in one Cartoon.
15. In case of any dispute, the decision of the Chairman shall be final and binding.

**GENERAL MANAGER**



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## ANNEXURE-V

### SPECIFICATIONS FOR DIARIES-2019

Size of pages	Refill size - 9.00"x6.75"
Size of Cover	9.25"x7.00" Art Paper
Process of Printing	Insight pages single color
No. of Pages	84 Single Color
No. of Leafs	168
No. of Diaries	9000
Paper for Text	08 pages (information pages) on Map-litho Paper of 90 GSM Four Color
Language	Hindi & English
Page Make up	Two date to a page (Saturday and Sunday will be combined)
Text Printing	Two color throughout by offset process.
Cover Printing	Cover will be printed in Art Paper on 130 GSM (front & back) Four color printing
Binding	As per sample

**Delivery Schedule:** On getting order, delivery must be within 15 days of order, in case of delay penalty will be imposed as per CVC guidelines maximum 2% of order cost (upto 14 Days) and EMD so deposited will be forfeited, Bank reserves the right to cancel the order.

**Payment Schedule:** payment will be made within 14 days of receipt of bills alongwith delivery challans duly confirmed from concerned receiving office.

**Note:** Tenderers may see sample for details of design, printing, binding and any other clarification on any working day during office hours at Head Office, Rohtak.





**ANNEXURE-VI**

**PROFORMA FOR QUOTATION FOR FABRICATION OF DIARIES - 2019**

**FINANCIAL BID**

A. Net rate per Diary for Executive Diary (F.O.R)) : Rs.\_\_\_\_\_ per Diary + GST

B. Net rate per Diary for General Diary (F.O.R) : Rs.\_\_\_\_\_ per Diary + GST

We confirm that we have gone through the specifications of the Diaries and the rates quoted by us are as per the specifications given in the tender proforma and our rates are firm, unconditional and include all taxes, packing and transportation charges to all the given destinations.(Except GST)

**Signature of tenderer**

Date :

**NAME & SIGNATURE OF AUTHORISED SIGNATORY  
OF THE FIRM WITH THEIR SEAL**