



Head Office, SHGB Bhawan, Plot No. 1, Sector-3, Rohtak.

Tender Notice

Sealed Tenders are invited from **Punjab National Bank approved Vendors** for accomplishing the job of Printing & Supply of CTS-2010 standard Saving and Current Account Cheque Books and Demand Draft Books. The supply of Cheque and Demand Draft Books at our 10 Regional Offices & Head office, Rohtak (F.O.R.). The proposal be sent to **General Manager, Sarva Haryana Gramin Bank, Head Office, SHGB Bhawan, Plot No. 1, Sector-3, Rohtak**. All the interested parties are advised to go through the detailed tender guidelines available in **Bank's website** before submitting their tenders. Bank reserves its right to reject any or all the Tenders without citing any reason. **Corrections/Corrigendum**, if any, will be placed on Bank website only. For more details visit our website www.shgb.co.in

Last Date of submission of Tenders: 04.06.2019 at 12.00 (Noon)

Date of Opening of Tender : 04.06.2019 at 03.00 PM

General Manager



Head Office, SHGB Bhawan, Plot No. 1, Sector-3, Rohtak.

Format for Quotation of Tender

Sr. No.		Printing of Cheque Books/ DD Books	* Rates With Paper (in Rs.)
1	a	Saving A/C Cheque Books (20 Leaves)	
	b	Saving A/C Cheque Books (50 Leaves)	
2	a	Current A/C Cheque Books (25 Leaves)	
	b	Current A/C Cheque Books (50 Leaves)	
3	a	DD Books PNB (50 Leaves in duplicate)	
	b	DD Books Internal (50 Leaves in duplicate)	

- Rates mentioned above should be excluding GST

Terms & Conditions of the Tender

- 1 All Punjab National Bank approved Vendors applying for Tender, must be in possession of Certificate for testing of instruments/Cheque from NPCI which is foremost condition of getting these items printed.
- 2 Sealed Tender should reach our Head Office, Rohtak on or before **04.06.2019** (upto **12.00 noon**). Please mark your **Contact No.** on the envelope of the Tender. Unsealed/Tempered Tenders, if any, will be summarily rejected.
- 3 Tenders received after **the above date and time** will be rejected.
- 4 Tender will be opened at our Head Office as per the date & time mentioned in Tender Notice.
- 5 You should depute your representative duly authenticated under your office letter,
- 6 Bank may place the order for items wise to the firm having lowest quotation in the respective item or Bank may also place order to the firm having lowest quoted rates as a whole in respect of all items mentioned in the tender.
- 7 The Bank reserves its right to reject any or all the tenders without citing any reason.
- 8 All the documents must be duly signed by the Authorized signatory.
- 9 The envelope should be superscribed as **“Tender for “Printing & Supply of CTS-2010 Standard Saving and Current Account Cheque Books and DD Books”** The supply of Cheque and DD Books at our **10 Regional Offices & Head office, Rohtak (F.O.R.)**. All items are to be printed after getting proof checking of each item.
- 10 Payment will be made in one time order wise after receiving all the Security Form of the order.
- 11 Penalty will be imposed on late supply of items @ 1% per week of the order amount after 20 days from the order.



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- 12 You may visit our Head Office to see the sample of the Security items on **any working days** at the following address:

SARVA HARYANA GRAMIN BANK
General Administration Division
Head Office: SHGB House, Plot No. 1, Sector-3, Rohtak
Haryana-124001

You are requested to submit the sealed tender as per terms & conditions of tender given above. **Rates in the given format are to be quoted excluding GST. The rates must also include Transportation Charges.**

Chief Manager

General Manager