



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

Head Office, SHGB House Plot No. 1 Sector-3, Rohtak Haryana-124001.

Date:

27.07.2018

Tender Notice for Printing of Calendars and Diaries for the year 2020.

Sarva Haryana Gramin Bank invites Sealed Tenders for **Printing of Calendars and Diaries for year 2020** from the **Experienced Vendors in the field/PNB Approved Vendors**. The quantity of Calendars and Diaries is as under:

SI No.	Particulars	Quantity (No.)
1	Calendar – 2020 (Three-Sheet)	50000
2	Calendar – 2020 (Single-Sheet)	30000
3	Diary - 2020	10000

The Printers for Calendars and Diaries shall use **paper and other raw material from their own stock**.

The sealed 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** in the **Bank's website** before submitting their Tenders. Printers may visit our Head Office to inspect **Samples of Calendar and Diary** and other terms & conditions during office hours on any working day. In this regard, interested parties may contact the **Chief Manager (GAD) at above mentioned address**. 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: 18.11.2019 by 02.00 (PM)

Date of Opening of Tender : 18.11.2019 at 03.00 (PM)

Sd/-
General Manager



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The instructions to Bidders – Technical & Financial Bids, Specifications & other terms and conditions for Tender - Printing of Calendars and Diaries for year 2020

TECHNICAL BID:

The Bidder shall furnish the following documents:-

- Minimum Two Years experience** in the line is essential. Experience of printing of Single Order of **minimum 10000-15000 Calendars and 2000 Diaries**. Order copies are to be attached.
- Earnest Money** in shape of separate Demand Draft for **Rs.20000/- each for Calendars and Diaries respectively** in favour of **Sarva Haryana Gramin Bank payable at Rohtak** is to be enclosed with the Technical Bid. **L-1 shall be decided separately for Calendars and Diaries. No interest on EMD** will be paid for the period of retention in the Bank.
- Bids submitted without EMD in the form of DD will be summarily rejected. MSME Certificate etc. will not be accepted in lieu of EMD.**
- Bidder shall be in possession of **Four Colour Offset Machines**.
- Technical Bid shall be **opened and examined first** and if necessary, the verification shall be made and if found in order, then only Financial Bid will be opened.

FINANCIAL BID:

The Bidder shall furnish Financial Bid as per **Format** given as **Annexure-I & II** to these instructions

SPECIFICATIONS FOR CALENDAR – 2020 (THREE SHEETER)

Calendar will have **three sheets both side printing**. Each page will contain **two months along with creative**. The calendar shall be having **Four-Colour creatives** and other details such as **month, days and dates as per Gregorian & Hindi** etc. below the picture as per the artwork approved 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 Bank before **final printing with no additional cost**.

Size	13.25”x19” (Finished)
No. of Sheets	3 Sheets (Three back to back on Art Paper)
Paper	Art Paper 130 GSM Glossy
Printing Process	Offset Four colours Both side
Binding Style	Spiral (Black) at the top
Quantity (Nos)	50000



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Binding for Calendar

The Calendar will be **Spiral bound (Black) at the top with metal hanger** so as to hang it properly and keep the Calendar **straight at the top with 2" Card Board Patti** at the back side.

Packing for Calendar

50 (No.) Calendars in Craft paper.

SPECIFICATIONS FOR SINGLE SHEETER CALENDER

Calendar will have **Single Sheet printing** which will contain Twelve months alongwith **Four-Colour creative** and other details such as **month, days and dates as per Gregorian & Hindi** etc. below the picture as per the artwork approved by the Bank. The proofing shall have to be **got approved** from Bank before **final printing with no additional cost.**

Size	17"x22" (finished)
Paper	Art Paper 170 GSM Glossy
Printing Process	Offset Four colors single side
Quantity (Nos)	30000

Binding for Calendar

The calendar will be **Tin Rimming on 17" side (Black/White) at the top and bottom with good quality hanging thread on Top** so as to hang it properly and keep the Calendar **straight at the top.**

Packing

30 (No.) Calendars in Craft paper.



SPECIFICATIONS FOR DIARY-2020

Size of pages	Refill size - 9.00" x 7.00"
Size of Cover	9.25"x7.25" Art Paper
Process of Printing	Inside pages Single colour
No. of leafs	84 Single Color 70 GSM of Mills JK/Star/Century/ West Coast/Ballarpur
No. of Pages	168
No. of Diaries	10000
Paper for Information pages	08 pages of 100 GSM Mat Art paper with Four Color printing
Language	Hindi (All Dates in English)
Page Make up	Two date to a page (Saturday and Sunday will be combined)
Text Printing	Single colour throughout by offset process.
Cover Printing	Cover will be printed in Art Paper on 130 GSM (front & back with Mat Lamination) Four Color printing
Binding	Total pages (168+8+End Paper) duly pasted on Grey Back duplex and to be finely pasted on 28 ounce Mill Board after folding and section sewing
Packaging	All Diaries to be packed in individual Cartoons printed in four colour on 300 GSM good quality duplex board. 40 Diaries to be packed in Corrugated Cartoons of 5 ply

Delivery Schedule:

On placing order, the delivery for **Calendars and Diaries** must be **within 15 days** from the date of order, **in case of delay**, penalty will be imposed as per CVC guidelines i.e. 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 released within **14 days** of receipt of bills submitted alongwith Delivery Challans duly confirmed from the concerned Regional offices. Penalty will be imposed where **deviation in Quality of Calendars and Diaries**, as specified, will be observed.

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.



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4. **Single L-1 for Calendars** will be declared where **total cost of both calendars is lowest** i.e. three sheeter and single sheeter.
5. The tender must accompany the sample papers **for both type of Calendars and Diaries** duly stamped and signed.
6. Sub-tendering of the job will not be allowed.
7. Goods shall be accepted/received subject to inspection at our Head Office.
8. Standing terms & conditions of the Bank in force from time to time shall apply.
9. The tenderers are requested to visit our Head office, Rohtak for getting the sample/clarifications regarding specifications, etc., if any, on any working day.
10. No deviation in quality/specification of materials will be permitted.
11. 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.
12. Bank reserves the right of **imposing penalty** before accepting the goods (if useable) for defects (minor or major), deviation in the Quality and undue delays, which shall be final and binding.
13. The Bank reserves the right to increase/decrease the quantity ($\pm 15\%$) to be printed at any time and without assigning any reason whatsoever.
14. 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 and cancel the order.
15. If L-1 does not comply the order, the order will be issued to L-2.
16. The printed material i.e. Calendars will be delivered by the printer at all the Regional Offices at Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Nuh, Palwal, Panipat, Rewari, Rohtak (F.O.R.).
17. In case of any dispute, the decision of the Chairman shall be final and binding.

Sd/-
General Manager

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ANNEXURE-I

FINANCIAL BID

QUOTATION FOR PRINTING OF CALENDAR - 2020

1.	Calendar-2020 (Three Sheeter) as per given Specification and Quality	Rs. _____ per Calendar + GST
2	Calendar-2020 (Single Sheeter) as per given Specification and Quality	Rs. _____ per Calendar + GST

We confirm that we have gone through the specifications of the Calendar for year 2020 and the rates quoted by us are as per the specifications given in the Tender proforma and our rates are firm, unconditional and include **Designing, Packing and Transportation Charges to all the given destinations following given instructions for Tender.**

Date :

Signature of tenderer
Name & Address of Firm with seal

Encl: Sample Paper

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ANNEXURE-II

FINANCIAL BID

QUOTATION FOR PRINTING OF DIARY - 2020

1	Diary-2020 as per given Specification and Quality	Rs. _____ per Diary + GST
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We confirm that we have gone through the specifications of the Diaries for year 2020 and the rates quoted by us are as per the specifications given in the Tender proforma and our rates are firm, unconditional and include **Designing, Packing and Transportation Charges to all the given destinations following given instructions for Tender.**

Date :

Signature of tenderer
Name & Address of Firm with seal

Encl: Sample Paper