



TENDER NOTICE

Sealed tenders are invited from Punjab National Bank approved vendors for accomplishing the job of printing and supply of Stationery & Documents. The supply of stationery will be at our **Regional Office, Gurgaon and Head Office Rohtak (F.O.R.)**. The proposal shall be sent to the **General Manager, Sarva Haryana Gramin Bank, Head Office, SHGB House, Plot No. 1, Sector-3, Rohtak, Haryana**. You may visit our Head Office to see the sample of Stationery & Documents **on any working days**. Bank reserves its right to reject any or all the tenders without citing any reason. For more details, visit our website: www.shgb.co.in

Last date of submission of Tender: 04.04.2019 (upto 12.00 Noon)

Date of Tender Opening : 04.04.2019 (at 03.00 p.m.)

General Manager



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

Terms & Conditions of the Tender:

1. Sealed Tender should reach our Head Office, Rohtak on or before 04.04.2019(**Up to 12.00 noon**).
2. Tender received after above date & time will be rejected.
3. Tender will be opened at **3.00 pm** in our Head Office, Rohtak **on 04.04.2019**.
4. You should depute your duly authorised representative to our office on specified date in whose presence Tender will be opened.
5. You will have to deposit with the Tender an amount of **Rs. 50,000 (Rupees fifty thousand only)** in the form of Demand Draft. Bank will not give any interest on the amount.
6. In case your firm is selected for printing/supply of the stationery items, **Earnest Money Deposit (EMD) of Rs. 50000/- will be kept as security for 12 months**.
7. **EMD** of unsuccessful bidders will be refunded **within 7 days of opening of Tender**.
8. Bank may place the order item wise to the firm having lowest quotation in the respective item or Bank may also place the order to the firm having lowest quoted rates as a whole in respect of all items mentioned in the tender.
9. For more details visit our website www.shgb.co.in
10. The Bank reserves the right to reject the Tender without assigning any reason.
11. All the documents must be duly signed by the Authorized signatory.
12. The envelope should be superscribed as **'Quotation for Printing/Supply of Stationery & Documents'**.
13. The stationery printed will be delivered at destinations i.e. **Head Office - Rohtak and Regional Office - Gurgaon**.
14. The quoted price will be valid for one year. The stationery items will be got printed as and when required by Bank during the year.
15. You may visit our Head Office to see the sample of above mentioned Documents at the following address:

SARVA HARYANA GRAMIN BANK
Head Office
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 per item excluding GST are to be quoted. The quoted rates will also include transportation charges.

Chief Manager

General Manager

Annexure to Notice Inviting Tender for printing of Stationery and Documents

List of Stationery items and Documents

| Sr.No. | Name of item | Pad | Numbering of Documents | Net Demand |
|---------------|---------------------------------------|------------|-------------------------------|-------------------|
| 1 | Locker Register | 100 | SHGB-81 | 500 |
| 2 | Dak Receipt Register | 100 | SHGB-28 | 500 |
| 3 | Security Form Register | 100 | SHGB-126 | 500 |
| 4 | Voucher Register | 100 | SHGB-59 | 600 |
| 5 | Loan App. Receipt & Disposal Register | 100 | SHGB -551 | 1000 |
| 6 | Daily Cash Balance Book | 200 | SHGB-107 | 2000 |
| 7 | Cash Reserve Book | 100 | SHGB-31 | 2000 |
| 8 | Cashier Long Book | 200 | SHGB-347 | 3500 |
| 9 | Form 15H | 100 | | 1000 |
| 10 | Form 15G | 100 | | 4000 |
| 11 | FD AOF Single Page | 100 | | 6000 |
| 12 | NEFT/RTGS/DD Forms | 100 | SHGB | 7000 |
| 13 | BC Letter (139) | 25 | SHGB-139 | 40000 |
| 14 | BC Letter (225) | 25 | SHGB-225 | 8000 |
| 15 | KCC Withdrawal | 25 | SHGB-1036 | 25000 |
| 16 | Cash Credit Voucher | 100 | SHGB-67 | 20000 |
| 17 | FDR Receipt | 100 | SHGB-1159 | 2000 |
| 18 | Combo Voucher | 100 | SHGB -69 | 60000 |
| 19 | Pay in Slip/Cheque deposit slip | 20 | SHGB-154 | 200000 |
| 20 | A/c Opening Forms 1084 | 100 | SHGB- 1084 A (R) | 200000 |
| 21 | Withdrawal Slip | 20 | SHGB-605 | 400000 |
| 22 | SB Pass Book | 100 | SHGB-625 | 1000000 |
| 23 | Attendance Register | 100 | SHGB-245 | 700 |
| 24 | Dak Dispatch Register | 200 | SHGB-27 | 700 |
| 25 | Document Register | 100 | SHGB-355 | 700 |
| 26 | Common Application Form | 100 | | 2000 |
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