



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

TENDER NOTICE – STATIONERY & DOCUMENTS

Sealed Bids are invited from **PNB Approved Vendors** for work of printing and supply of Stationery & Documents pertaining to Bank. The printed Stationery and Documents shall be supplied at our **Regional Offices, Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Nuh, Palwal, Panipat, Rewari and Rohtak (F.O.R.)**. Interested Vendor/Party may send their proposal to the **General Manager, Sarva Haryana Gramin Bank, Head Office, SHGB House, Plot No. 1, Sector-3, Rohtak, Haryana**. Vendors may also visit our Head Office to see the sample and specifications of Stationery & Documents to be printed **on any working day before submitting their proposals**. All the interested parties are advised to go through the detailed Tender guidelines in **Bank's Website** before submitting their proposals. Bank reserves its right to reject any or all the proposals without citing any reason. **Corrections/Corrigendum**, if any, will be placed on Bank's Website only. For more details visit our website www.shgb.co.in

Last date of submission of Tender: 29.09.2020 (upto 02.00 p.m.)

Date of Tender Opening : 29.09.2020 (at 03.00 p.m.)

General Manager



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Terms & Conditions of the Tender:

1. Sealed Bids should reach our Head Office, Rohtak on or before **29.09.2020 (Upto 02.00 p.m)**.
2. Tender received after **29.09.2020 (02.00 p.m.)** will be rejected.
3. Tender will be opened at **3.00 p.m.** in our Head Office, Rohtak **on 29.09.2020**.
4. Tender shall be opened in the presence of Vendors/Authorised representatives holding appropriate letter from Authorised Signatory alongwith copy of Id viz. Aadhaar Card/PAN Card etc. of person attending the opening of Tender.
5. The Vendor should have valid License/PAN/GST/Other Statutory documents as applicable validating their Firm and produce self attested copies of such certificates
6. The vendor should submit the copy of Aadhaar Card (Individual and Firm).
7. A Demand Draft amounting **Rs. 100000/-** (Rupees one lakh Only) in favour of **Sarva Haryana Gramin Bank** payable at **Rohtak** is to be **deposited as EMD alongwith Tender Documents**. Bank will not pay any interest on the amount so deposited.
8. The Tender shall normally be valid for a period of one year. However, Bank shall be at liberty to **extend the period of Tender till finalization of Tender for Next year to print & supply of essential Stationery & Documents required to be printed additionally during such period**. In this regard, the **approved L-1 Vendor** shall submit **Undertaking** as per the Annexure-III for executing all orders placed for printing & supply of Stationery & Documents required to be printed additionally during such period at the approved rates.
9. On being successful Vendor, the **Earnest Money Deposit (EMD)** of **Rs. 100000/- deposited with Tender Documents shall be retained as Security Deposit for a period of one year or extension thereof as mentioned above**. The rates approved in the Tender shall be **valid during the entire period of validity of Tender including extension thereof**. The EMD/Security Deposit shall be released to the Vendor **without any interest on successful completion of validity of Tender including extension thereof** after deduction of loss/damage, if any, occurred to Bank.
10. **EMD** of unsuccessful bidders will be refunded **within 7 days of opening of Tender**.
11. Bank may place order to L-1 Vendor(s) in whole or in part for printing & supply of Stationery & Documents to the Firm having quoted lowest rates in respect of the items mentioned in the tender.
12. The Bank reserves its right to reject any or all proposals and cancel Tender without assigning any reason.

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13. All the documents must be signed by the Authorized Signatory.
14. The envelope containing Tender Documents must be superscripted as '**Quotation for Printing/Supply of Stationery & Documents**'.
15. The stationery printed will be delivered at destinations at our **Regional Offices - Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Nuh, Palwal, Panipat, Rewari and Rohtak (F.O.R.)**.
16. **The Agency/Firm should not have been Blacklisted by Any Bank/ Department/Institution. In this regard, a self attested Certificate is to be submitted.**
17. Vendors may visit our Head Office to see the sample and specifications of Stationery & Documents to be printed and supplied at the following address:

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

Vendors are requested to submit the **sealed Tender as per terms & conditions of Tender given above. All rates quoted should be as per item mentioned in Column 3 in the Financial Bid excluding GST (F.O.R.). As transportation charges shall not be paid by Bank, Vendors are advised to submit their Quotation accordingly.**

18. Tender must be submitted in **Two Parts** as mentioned in the Annexure I to III:
 - (i) **Technical Bid** alongwith relevant documents
 - (ii) **Financial Bid including Undertaking**

The Vendors must submit their tenders in two separate sealed envelopes prominently superscripted as **Annexure-I "Technical Bid"** and **Annexure-II & III "Financial Bid including Undertaking"**. These **two envelopes shall together be kept in third envelope** superscripted '**Quotation for Printing & Supply of Stationery and Documents**' with due date of opening.

19. It is essential to comply the orders within the stipulated time as mentioned in the Order for printing and supply of **Stationery & Documents**. Delay beyond **30 (thirty) days** in print & supply of Stationery and Documents as mentioned in order **will attract penal deduction @ 5% of total amount of the award of work from the EMD/Bills submitted.**

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20. The Specimen for the **Stationery & Documents** shall be provided for reference. The proof of all Performa/Documents are to be got approved from Bank at the earliest so as to comply the order within stipulated time. In case of deviation in adhering to the terms and conditions, the following actions shall be initiated:

- (i) Despite of obtaining approval on proof, **the error in printing of Stationery and Documents, if found at any stage, will be rejected and penalized forfeiting EMD.**
- (ii) Bank shall not accept Stationery & Documents printed defective including deviation of Quality of paper or printed matter observed while receipt of stationery/Documents or thereafter. Hence, Bank shall be entitled to recover payment already made/loss, if any, occurred due to such defective/deviation in printing/Quality of paper including penalty or forfeiture of EMD.

Chief Manager
GAD

Chief Manager
I&AD
(Member Tender Committee)

Chief Manager
FID

General Manager
Chairman HO Tender Committee



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Annexure-I

TECHNICAL BID

a) Contact details of Bidder :-

1. Name of Bidder
2. Complete Address of Business
3. Contact No./Email Id
4. Contact Person's Name, Designation
Along with phone number

b) Criteria/Documents required to be enclosed :-

Sr. No.	Criteria	Brief Details
1.	Relevant Experience	At least Three years' experience of Printing of Stationery & Documents for Banks (preferably for Punjab National Bank)/Govt. Institute/Semi Govt. Institute/Financial Institutions
2.	Working capital	The average turnover of the Bidder in the Last Three Financial Year should be at least Rs. 10.00 Lakh per year (Attach P & L A/c & Balance Sheets for FY 2016-17, 2017-18 & 2018-19) duly attested by CA. Bidder should have satisfactory Cash Flow to meet out routine requirement, etc.
4.	Statutory obligations	<ul style="list-style-type: none">• ITRs for last three financial years ending 2018-19 duly acknowledged (attach proof)• Registration under Service Tax/GST (attach proof)• PAN number (attach proof)• Valid License for the Firm (attach proof)• Undertaking regarding no case pending with any office of Banks/Govt./Semi-Govt. or Court of Law(attach proof)• Affidavit regarding non blacklisting by any Bank/Govt. office/institute



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Annexure-II

FINANCIAL BID

Sr. No.	Name of item	Item being printed in the form of Register/Pad/Booklet/ Form	Each Register/Pad/Booklet/ Form contains leaf (Qty.)	Bank Numbering of Documents	Paper to be used (In GSM)	Qty. to be printed	Rate per Register /Pad/Booklet/ Form (In Rs.)	GST (In %)
1	2	3	4	5	6	7	8	9
1	Insurance Register	Register	150		70	1000		
2	Loan App. Receipt & Disposal Register	Register	150	SHGB -551	70	850		
3	BC Letter (139)	Pad	25	SHGB-139	70	5700		
4	BC Letter (225)	Pad	25	SHGB-225	70	7500		
5	KCC Withdrawal	Pad	25	SHGB-1036	70	42000		
6	Cash Credit Voucher	Pad	100	SHGB-67	70	1200		
7	Document Register	Register	100	SHGB-355	70	750		
8	KCC Renewal	Pad	100	SHGB-775	70	2100		
9	KCC Booklet	Booklet	49		70	160000		
10	House Loan Booklet	Booklet	44		70	5000		
11	Car Loan Booklet	Booklet	37		70	3200		
12	Voucher Register	Register	150	SHGB-59	70	800		
13	Daily Cash Balance Book	Register	300	SHGB-107	70	800		
14	Cash Reserve Book	Register	150	SHGB-31	70	1000		
15	Cashier Long Book	Register	300	SHGB-347	70	1500		
16	Form 15H	Pad	100		70	4200		
17	Form 15G	Pad	100		70	3600		
18	FD AOF Single Page	Pad	100		70	3300		
19	NEFT/RTGS/DD Forms	Pad	100	SHGB	70	15000		
20	FDR Receipt	Pad	100	SHGB-1159	70	1400		
21	Combo Voucher	Pad	100	SHGB -69	70	20000		
22	Pay in Slip/Cheque deposit slip	Pad	20	SHGB-154	70	270000		
23	A/c Opening Forms SHGB 1227A	Form	4	SHGB- 1227A	70	680000		
24	A/c Opening Forms SHGB 1228A	Form	4	SHGB- 1228A	70	670000		
25	Withdrawal Slip	Pad	20	SHGB-605	70	240000		
26	SB/CA/RD/KCC/Loan Pass Book	Booklet	8	SHGB-625	70	1100000		
27	Voucher Cover	Pad	100		70	12000		
28	FDR Cover	Piece	100		70	44000		
29	PMSBY	Pad	100		70	14000		
30	PMJJBY	Pad	100		70	8800		
31	Expenditure Register	Register	250		70	700		



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Annexure-II

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Sr. No.	Name of item	Item being printed in the form of Register/Pad/Booklet/Form	Each Register/Pad/Booklet/ Form contains leaf (Qty.)	Bank Numbering of Documents	Paper to be used (In GSM)	Qty. to be printed	Rate (In Rs.)	GST (In %)
1	2	3	4	5	6	7	8	9
32	Ruled Register	Register	100		70	4000		
33	Ruled Register	Register	200	SHGB-144	70	4000		
34	SFF Register	Register	200	SHGB-78	70	800		
35	Security Form Register	Register	200	SHGB-126	70	1000		
36	Common Application Form	Pad	100		70	15000		
37	T.A. Bill Register	Register	250	SHGB-236	70	700		
38	Attendance Register	Register	100	SHGB-245	70	500		
39	Dak Dispatch Register	Register	300	SHGB-27	70	550		
40	Dak Receipt Register	Register	300	SHGB-28	70	700		

All Registers shall have both side cover of Hard Board (28 Onz.) with full cloth binding.

All Booklets including Pass Book shall have outer cover of Glossy Art Paper of 170 GSM.

Pass Book outer cover will have Multi-colour offset print and inside of cover with single colour.

Date:

Signature
Authorised Signatory of the Agency/Firm
with Seal



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

Annexure-III

UNDERTAKING

In compliance to **SI. No. 8 of Terms and Conditions** mentioned in the Tender Document, it is certified that we submit our undertaking to execute the work of printing & supply of Stationery and Documents on being **successful L-1 Bidder** for the items in whole or in part at the rates approved in the Tender during the period of Tender including extension thereof till finalization of Tender for Next Year. Further, we shall also execute additional orders placed for printing & supply of essential items of Stationery & Documents **at the approved L-1 rates during such period.**

Date:

Signature
Authorised Signatory of the Agency/Firm
with Seal