

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ
Punjab Gramin Bank



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Punjab Gramin Bank

Sponsored by : punjab national bank

ਹੈੱਡ ਆਫਿਸ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। ਪ੍ਰਧਾਨ ਕਾਰਜਾਲਯ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। H.O.: JALANDHAR ROAD, KAPURTHALA.
Ph.: 01822-509846 Fax: 01822-230230 e-mail: pgbhogad@gmail.com

Tender Notice for printing and supply of Calendars and Diaries for the year 2018

Punjab Gramin Bank invites tenders for manufacturing/printing and supply of calendars and diaries from our approved printers as well as from the suppliers who are engaged in printing and supply of calendars and diaries.

The quantity of Calendars and diaries is as under:-

S. No.	Particulars	Size (Appr.)	Quantity
1.	Three sheeter Calendars	15"X20"	60000
2.	Executive Diaries	NS	1200
3.	General Diaries	NS	1800

Printers/supplier may visit our Head Office to see samples of Calendars, Diaries and other terms & conditions on any working day during office hours. Interested parties may contact Functional Manager (GAD), Head Office in this regard. For details, visit our Website: www.pgbho.co.in

Last date of Submitting Tender: 13.10.2017 (02.00 P.M.)
Date of opening of Tender: 13.10.2017 (03.00 P.M.)


General Manager

For Terms & Conditions (Annexure-I)
For Financial Bid (Annexure-II)

INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS FOR PRINTING AND SUPPLY OF CALENDARS AND DIARIES 2018

'Technical Bid'

The printers/suppliers, who are not on the panel list of printers of Punjab Gramin Bank, they have to deposit Earnest Money in the shape of Demand draft of Rs.10000/-in favour of **Punjab Gramin Bank** payable at **Kapurthala** and should be enclosed with financial bid.

FOR THREE SHEETER CALENDARS:

Double side in multi-colours calendar to be printed on imported art Paper 130 GSM, size 15" x 20" (approx.) with alcohol base printing as per approved design with coated iron strips of 4 mm on upper side with good quality silken thread for hanging as per sample.

FOR EXECUTIVE DIARIES(NS):- Single date diary with Bank title printed on 64-70GSM (Grade A paper) print paper with option of 4 leaves or 6 leaves on art paper with good workmanship as per sample, in polythene packing (lock). Matt Lamination, UV varnish, hard binding.

FOR GENERAL DIARIES(NS) :-Two date diary with bank title printed on 60GSM (Grade A paper) print paper with option of 4 leaves or 6 leaves on art paper with good workmanship as per sample, in polythene packing (lock).Matt Lamination, UV varnish, hard binding.

GENERAL TERMS & CONDITIONS

1. Sealed Tenders should reach Head Office, Kapurthala on or before 13.10.2017 (up to 02.00 p.m.).
2. Tender received after 13.10.2017 (02.00 p.m.) will be rejected.
3. Tenders will be opened at 03.00 p.m. in our Head Office, Kapurthala on 13.10.2017.
4. Bidder can depute his representative to our office on 13.10.2017 at 03.00 P.M. to witness tender opening process.
5. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on tender while quoting the rates.
6. The Bank reserves the right to reject the Tender without assigning any reason.
7. All the documents must be duly signed by the Authorized signatory.
8. The envelope should be super scribed as "TENDER FOR CALENDARS & DIARIES".
9. Sub-tendering of the job will not be allowed.

10. Bank may place the order item wise to the firm having lowest rate in the respective item or Bank may place the order to the firm having lowest quoted rates as a whole in respect of all items mentioned in the tender.
11. Goods shall be accepted/received subject to inspection at our Head Office.
12. Standing terms and conditions of the Bank in force from time to time shall apply.
13. The tenderers are requested to call on our office for getting the sample/ clarifications regarding specifications, etc., if any, on any working day.
14. No deviation in quality/specification of materials will be permitted.
15. 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.
16. 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.
17. The Bank reserves the right to increase/decrease the quantity to be printed at any time and without assigning any reason whatsoever.
18. 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/diaries of that lot.
19. It is bank's very prestigious job and time bound, as such; utmost care is to be taken to maintain its high quality and timely delivery.
20. In case of any dispute, the decision of the Chairman shall be final and binding.
21. The rough proofs are required to be sent to us within 02 days for approval of the Bank from the date of our order and the supply is to be made within 25 days from the date of approval of proofs/design.


General Manager

“Financial Bid”**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF CALENDARS AND DIARIES –2018**

(Amount in rupees)

S.N.	Particulars	Quantity	Rate	Total amount
1.	Three Sheeter Calendar [15" x 20"(approx.)]	60000	Rs.....per calendar	
2.	Executive Diary	1200		
	Four leaves insertion		Rs.....per diary	
	Six leaves insertion		Rs.....per diary	
3.	General Diary	1800		
4.	Four leaves insertion		Rs.....per diary	
5.	Six leaves insertion		Rs.....per diary	

The above quoted rates are confirmed including all Govt. taxes, packing charges and freight charges, if applicable.

DECLARATION

I/We have read the Instructions to bidders, specifications of printing and supply of calendars & diaries and fully understood the contents and accepted the same in toto. I/We made my/our offer keeping in view of all these conditions/instructions forming part of the tender enquiry.

(For non-empanelled PGB printers)

I/We have remitted an EMD of Rs.10000/- (Rupees ten thousands only) vide DD No..... dated..... drawn on Bank,..... Branch.

Authorised signatory**Place:****Date:****Name & Address of Firm with Seal**