

ਪੰਜਾਬ ਗ੍ਰਾਮੀਣ ਬੈਂਕ
Punjab Gramin Bank



Sponsored by : punjab national bank

ਹੈੱਡ ਆਫਿਸ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। ਪ੍ਰਧਾਨ ਕਾਰਜਾਲਯ : ਜਲੰਧਰ ਰੋਡ, ਕਪੂਰਥਲਾ। H.O. : JALANDHAR ROAD, KAPURTHALA.

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Tender No. : PGB/HO/GAD/TDR/2018

Date:- 05.06.2018

Tender for Printing & Supply of Fixed Deposit Receipts in the form of continuous leaf

Punjab Gramin Bank invites Sealed Tenders from IBA approved printers, for printing and supply of Fixed Deposit Receipts as per specifications of the Punjab Gramin Bank. Tenders should be submitted to **The General Manager, Punjab Gramin Bank, Head Office, Jalandhar Road, Kapurthala-144601(Punjab).**

The Quantity of Fixed Deposit Receipts to be printed is as under:-

Particulars	Quantity
Fixed Deposit Receipts in the form of continuous leaf being perforated on both sides.	200000 Leaves

The printer will use proper raw material from their own stock.

IBA approved printers may visit our Head Office to see sample/ specimen of Fixed Deposit Receipt (same on the pattern of Punjab National Bank) and other terms and conditions on any working day during office hours. Interested parties may contact Functional Manager (GAD), Head Office in this regard.

Last date of Submitting Tender: 20.06.2018 (02.00 P.M.)

Date of opening of Tender: 20.06.2018 (04.00 P.M.)

General Manager

Technical Bid.....(Annexure-I)

Financial Bid.....(Annexure-II)

INSTRUCTIONS TO BIDDERS

TECHNICAL BID

The Bidders shall furnish the following documents in their technical bid:

1. Name of the Firm/organization:
2. Address for correspondence:
(Including mobile phone no, landline phone no., Fax and email)
3. Copy of proof of IBA approved printer.
4. Copy of Certificate of Incorporation/Partnership Deed/ Proprietorship as the case may be. Please provide the name of Managing Director/ partners/ proprietor along with the telephone nos. of important persons.
5. Copy of PAN No./ GSTIN.
6. **List of Client Banks alongwith specimen copy of FDR for whom FDR Receipts have been printed.**
7. **Copy of audited balance sheet for the year 2015-16 & 2016-17. Annual sale of the firm Should be more than Rs.2 crore per annum.**
8. Earnest money in shape of Demand Draft of Rs.10000/- in favour of Punjab Gramin Bank payable at Kapurthala is to be enclosed in the Technical Bid. No exemption from Earnest Money will be given.
9. Acceptance of Terms & Conditions of tender as per **Annexure-I** duly signed by the authorized persons (Proprietor/Partner/Director).

FINANCIAL BID

Financial Bid should be strictly submitted on the enclosed format (**Annexure -II**) only.

Technical Bid should be inserted in envelope '**B**' and Financial Bid should be inserted in envelope '**C**'. Both the envelopes should be sealed and inserted into a third envelope '**A**' which should also be sealed.

Envelope should be marked as under:

Envelope 'A'- 'TENDER FOR PRINTING OF FIXED DEPOSIT RECEIPTS'

Envelope 'B'- 'TECHNICAL BID FOR PRINTING FIXED DEPOSIT RECEIPTS'.

Envelope 'C'- 'FINANCIAL BID FOR PRINTING FIXED DEPOSIT RECEIPTS'.

(Envelope B&C shall be kept inside Envelope A)

Others Terms and Conditions:-

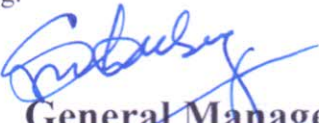
1. Sealed tenders should reach PGB Head office Kapurthala on or before 20.06.2018 upto 2.00 P.M
2. Tender received after 2.00 P.M. on 20.06.2018 will be rejected.
3. Tenders will be opened at 4.00 P.M. on 20.06.2018 in PGB HO Kapurthala.
4. Tenders should be submitted by the eligible security printers in Performa, provided herewith, completely filled in, along with all relevant documents. Incomplete bids will be summarily rejected. Any additional information to be provided by the tenderers may be submitted in relevant places provided or annexed separately. All the papers/documents submitted should be signed/self-attested by the authorized person (Proprietor/Partner/Director), as the case may be.
5. It is the sole responsibility of the tenderers to ensure that their tenders are delivered at the given address well in time before the due date and time.
6. Technical bids shall be opened and examined first and financial bids of only the technically eligible bidders shall be opened
7. Rates submitted by the tenderers and arrangement made with the bank would be valid for a period of two years from the date of order, extendable further by 6 months in case of need at the discretion of the bank. However, bank reserves the right to discontinue/alter/terminate the contract at any time as per the requirements of the bank, without giving any notice.
8. The Bank reserves the right to reject any or all tender without assigning any reason.
9. The successful vendor shall confirm by way of an undertaking that he has the requisite skill, knowledge, expertise, experience, infrastructure, capacity and capability to carry out the printing/checking/security and other related functions for fixed deposit receipts project of our bank.
10. In case of any change in the guidelines/requirements by RBI/IBA/Bank, the printer shall be liable to carry out the necessary modification in printing of fixed deposit receipts accordingly.
11. Supply of fixed deposit receipts shall have to be made by the Printer maximum within 30 days from the date of award of the job, by which time the security printer shall have to complete all arrangements including obtention of approval of fixed deposit receipts sample from our office. The bank will not be bound to provide any extension of time in this regard.
12. Printer shall have to develop at their own cost the design/art work of fixed deposit receipts leaves and get the same approved from the bank before starting the printing. Bank can change the same from time to time as per its' requirement or regulatory guidelines.
13. If approved Security printer does not perform satisfactorily as per our bank's requirements, it shall be given only one month's time to improve its performance. The bank shall not be bound to allow any extended time period in this regard. In case of failure to improve upon the unsatisfactory performance, the bank shall have the right to terminate the agreement with such printers & initiating any other penal/legal action as may be deemed proper, including debarring from doing printing job for the bank for next 2 years. The Bank's decision in this regard will be final.
14. Fixed Deposit Receipts in the form of continuous leaf are to be delivered to Punjab Gramin Bank at **Central Stationery Centre, near Sodal Railway Crossing, Jalandhar, Punjab.**
15. If the Printer fails to deposit the loss amount claimed by the bank or the penalty imposed by the bank for the negligence in any manner, or otherwise, the bank shall have the full right to recover the same from the bills &/or to forfeit the earnest money or take such other action, legal or otherwise, as it may deem proper.
16. In the event it is found that extra payment has been made by the bank to the printer on account of any discrepancies in the bills raised by the printer or overcharging or otherwise, the printer shall promptly reimburse all such extra amounts to the bank without any delay.

17. TDS will be deducted before making payment. Successful bidder has to deposit exemption certificate from Income Tax Department if he wants payment without deduction of TDS.
18. Any sort of negotiation, if required shall be done only with the firm quoting lowest rates and have good experience of sensitive security printing in Commercial Banks and Regional Rural Banks.
19. The tenderes are requested to visit our office for getting the sample/ clarifications regarding specifications, etc., if any, on any working day.
20. The Bank reserves the right to increase/ decrease the quantity to be printed at any time and without assigning any reason whatsoever.
21. If the rates quoted by the printer are found competitive, order will be placed with the successful printer for the supply. The supply shall be required to be made strictly within stipulated time from the date of approval of proofs. In case of delay, the penalty shall be imposed as below which shall not be disputed.

For delay upto 15 days = 1% of order

For delay more than 15 days = 3% of order

22. FDR Receipts in the form of continuous leaf shall be accepted/received subject to inspection at our office.
23. Fixed Deposit Receipts in the form of continuous leaf (pack of 100 receipts) must be tightly packed in good quality polythene. Stock of Receipts should be packed in Cartons and slip showing the contents be pasted outside the cartons enabling us to verify the contents without opening the packets.
24. The design/proof be got approved from the Bank before final printing. and the supply is to be made within 30 days from the date of approval of proofs/design.
25. If after the item is delivered, it is discovered that the material supplied/ used, is not exactly according to our specification/ quality stipulated, such supply will be rejected at the supplier's cost.
26. Please submit complete detail of your Bank account, as the payment will be made by NEFT/RTGS.
27. In case of any dispute, the decision of the Chairman shall be final and binding.


General Manager

