

ANNEXURE-I

INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS FOR PRINTING AND SUPPLY OF CALENDARS AND DIARIES 2016

‘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 two leaves or 4 leaves on art paper with good workmanship as per sample, in single piece box packing. 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 two leaves or 4 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 18.11.2015 (up to 02.00 p.m.).
2. Tender received after 18.11.2015 (02.00 p.m.) will be rejected.
3. Tenders will be opened at 03.00 p.m. in our Head Office, Kapurthala on 18.11.2015.
4. Bidder can depute his representative to our office on 18.11.2015 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 any 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