



Gramin Bank of Aryavart
A-2/46, Vijay Khand, Gomti Nagar
Lucknow-226010

TENDER NOTICE

HO/A&S /PVS/230/2017-18

Date: 25.09.2017

Tender for Printing of Wall Calendars

Gramin Bank of Aryavart invites Tender from reputed Printers for printing and supply of wall calendars for the year 2018 as per the details given hereunder, printing and supply will be done as per the terms and conditions given in the Tender Document and Annexure-I.

2. Blank tender form is enclosed along with this tender notice.
3. Tenders should be properly sealed in an envelope and addressed to:

**The General Manager,
Gramin Bank of Aryavart
A-2/46, Vijay Khand, Gomti Nagar
Lucknow-226010**

4. Please mention enquiry number and due date over envelope (Envelope should be super scribed "Tender for Calendars") and submit the same at the above address.
5. Specimen of item to be printed is available for inspection at above address.
6. All other terms and conditions are given on Annexure I.
7. Tender should be submitted on or before **30.10.2017**.
8. Tenders will be opened on **30.10.2017** at 3.30 PM .All the vendors are requested to attend the tender process/opening on **30.10.2017** at 3.30 PM at Head office. No separate information / invitation will be given to any vendor.
9. All the printers are requested to visit Head Office on 07.10.2017 at 11am to clear their doubts (if any) and to collect necessary information/specimen so that all things may be clear well in time .All printers are also requested to watch regularly bank's website for any necessary information and modifications.
10. The Quantity of Calendar to be Printed is detailed below:-



Wall calendar for the year 2018			
Item	Item Description	Total Quantity	Unit
Dater Calendar	Size: 12" X 18" Paper: 80 GSM century super/Ballarpur sunshine papers. Sheets: 6 (Both side printing) Printing: 4 colour	160000 To be packed in packet of 25 calendars	Metal Patti of 16 mm good quality with hanging strip, punch hole in calendar for hanging strip.
Dater Calendar	Size: 12" X 18" Paper: 100GSM century super/Ballarpur sunshine paper. Sheets: 6 (Both side printing) Printing: 4 colour	20000 To be packed in packet of 25 calendars	Spiral binding with nickel coated rod.

12. **Delivery Schedule:** Within 45 Days from the date of issuance of the Bank's order.

Proof checking at

The General Manager,
Gramin Bank of Aryavart
A-2/46, Vijay Khand, Gomti Nagar
Lucknow-226010

13. To be delivered at the Bank's 12 Regional offices, GMO Aligarh and Head Office as per Bank's Order.
14. **Please quote your rates including cost of Paper/ Labour/ composing/printing/packing/transportation and exclusive of GST .Please note the rate of GST must be quoted.**
15. The Envelope to contain all aspect of Tenders and will be opened on 30.10.2017 at 3.30 PM at our Head – office.

INSTRUCTIONS TO PARTICIPATING VENDORS

- Vendors are required to have handled single printing job work of minimum Rs.10 lacs and should have annual turnover of Rs.100 lac and above for the calendar printing in past 3 years.(copy of last two year's audited balance sheet, with current year's projected balance sheet must be enclosed).
- All vendors must submit the EMD of Rs 10,000/- as security money deposit in the form of Demand Draft in favour of Gramin Bank of Aryavart.**
- The copy of GST certificate must be enclosed.
- All vendors must enclose the purchase orders of the recent past for single printing job of min Rs 10 lacs.**
- Decision of the Bank in regard of printers for printing of calendar will be final. Bank is not bound to assign any reason therefore.
- Any letter or document accompanying the qualification form shall be submitted in duplicate.
- Tender containing false and/or inadequate information are liable for rejection.
- The Bank depending on the response to this notice will decide the criteria for selection and Bank's decision in this regard shall be final. No correspondence in this regard shall be entertained.
- Clarifications, if any required, may be obtained from the Chief Manager, A & S department, Head –office, Lucknow.
- Quantity of calendars may increase or decrease.



ANNEXURE – I

OTHER TERMS & CONDITIONS

1. Tender with counter condition will not be entertained.
2. Tender should be valid for atleast 180 days from the due date specified.
3. It may be noted that once the order is accepted, the successful tenderer will be bound to execute it within the period specified and no request for do not increase in rate subsequently nor any excuse for not executing the order on account of non-availability of paper will be entertained. Bank will not pay any advance to any vendor/supplier against our order (if any) placed.
4. Rates should be quoted **(for the calendar)** as per the specifications mentioned in our enquiry.
5. If after the delivery, it is discovered that the paper was not exactly according to our specification/quality stipulated, such supply will be rejected at the suppliers' cost.
6. In case of failure/delay in supply fully or partially the Bank will be at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.
7. Printed material must be properly delivered at our Head Office, Lucknow, GM office Aligarh, Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Ferozabad, Agra, Etah, Aligarh and Hathras as per our instructions..
8. The Bank need not necessarily accept the lowest tender and the decision of the Bank in this regard will be final. Bank reserves the right to ask for the Bank (performance) guarantee, for the proper execution of the order.
9. Printers who do not deliver the calendars within the prescribed time will be liable for all damages/detriment or losses to the Bank and in case, despite warning, they continue to be late in deliveries, they will forfeit all rights to claim any payment from the bank and may be disqualified for further inquiries/entrustment of work. No charges will be payable by the bank for calendars delivered at our Head Office, Lucknow, GM office Aligarh, Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Ferozabad , Agra, Etah, Aligarh and Hathras as per our instruction.
10. The printer will have to deposit / submit an earnest money deposit of Rs.10000/- with the Bank by way of Demand Draft/Pay Order favouring Gramin Bank of Aryavart to ensure timely and proper execution of the order. This amount is payable by Demand draft / pay order at the time of submitting the tender. The amount will be returned to the unsuccessful tenderers within a week from the date of opening the tenders and to the successful tenderer after final payments of the bills of calendars.
11. Please also note that calendars are required to be delivered to the Head Office, Lucknow, GM office Aligarh, Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad , Agra, Etah, Aligarh and Hathras as per our instruction within 45 days of the issuance of the bank's order.
12. This letter is neither an order nor an assurance to award the job to you. The Bank reserves its right to reject any or all the tenders received without assigning any reasons whatsoever.
13. The Bank shall be entitled to split up the order/supplies mentioned in the enquiry and the tender shall be deemed to be accepted only for supplies as may be ordered from time to time by placing a regular order.
14. Rates must be quoted on the prescribed format (Annexure – II)


(Chief Manager)



Annexure-II

Wall calendar for the year 2018					
Item	Item Description	Total Quantity	Unit	Quoted Rate per Item	Total Amount + (GST)
Dater Calendar	Size: 12" X 18" Paper: 80 GSM century super/Ballarpur sunshine papers. Sheets: 6 (Both side printing) Printing: 4 colour	160000 To be packed in packet of 25 calendars	Metal Patti of 16 mm good quality with hanging strip, punch hole in calendar for hanging strip.		
Dater Calendar	Size: 12" X 18" Paper: 100GSM century super/Ballarpur sunshine paper. Sheets: 6 (Both side printing) Printing: 4 colour	20000 To be packed in packet of 25 calendars	Spiral binding with nickel coated rod.		

I/ We accept all the terms and conditions mentioned in tender notice.

I/We confirm that the rates quoted are FOR Head Office, Lucknow, GMO Aligarh, Bank's Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad, Agra, Etah, Aligarh and Hathras which is inclusive of all types of charges, levies etc. and GST extra.

The rate of GST is.....

I/We am/are well aware that quantity may increase or decrease.

Date.....

Signature

Firm.....

(with stamp)

