



**GRAMIN BANK OF ARYAVART**  
HEAD OFFICE, A – 2/46, GOMTINAGAR, LUCKNOW (U.P.) 226010  
PHONE NO.7388800775/76/88/90, EMAIL ID- [ho.ans@gba-rrb.com](mailto:ho.ans@gba-rrb.com)

Ref.no. Ho/A&S/VCA/54/2018-19

Date: 26.04.2018

**QUOTATION FOR PRINTING OF ANNUAL REPORT 2017-18**

Please quote your competitive rates for the printing and supply of Annual report 2017 -18 as per specifications given below:

S.N	STATIONERY ITEM	DETAIL	QUANTITY
1	ANNUAL REPORT 2017 - 18	<b>Size 21.50 cm x 28.00 cm</b> <b>Paper:-</b> Cover of 300 GSM Cinar mass art cart sheet ( Ballarpur), inner paper of 130 GSM Cinar mass art card sheet ( Ballarpur) <b>Printing:-</b> Cover and back side of cover to be printed in four colours. 4 inner papers on both side to be printed in four colour and 51 papers to be printed in two colour. <b>Booklet:-</b> 55 papers +card sheet cover. <b>Packing:-</b> 25 Annual report in one packet. Paper/ card sheet sample with mill (Ballarpur) should be enclosed with the quotation having the seal and signature of printer. Sample Annual report 2016 -17 is available at A&S department. Photographs on cover will be laminated. Envelope (White) printed in one colour for all annual reports, paper to be used for envelope be of 80 GSM map litho of century mill.	950 annual reports.

While quoting the rates, following terms and conditions are required to be taken care of.

**TERMS AND CONDITIONS**

1. Printers must provide their tender in a sealed cover.
2. Certificate to this effect that the rates quoted in the tender are unconditional and include all type of incidental charges, designing, packing, transportation etc. **F.O.R. Gramin Bank of Aryavart, Head-Office, Lucknow will be required from all the printers.**
3. Only empanelled stationery printers are allowed to quote their competitive rates.
4. Incomplete & conditional tenders are liable to be rejected.
5. The rates quoted must be as required by the bank and are inclusive of all type of costs, charges etc. **(excluding GST). Note- GST will be paid as per the prevailing rates applicable at the time of payment.**
6. The rough proofs are required to be sent to us within 7 days for approval from the date of order given to the firm.
7. Tender must reach us in a properly sealed cover by registered post/courier, or by hand delivery subscribed with the words "**Tender for Printing of Annual Balance sheet 2017-18**" on the top of sealed cover. If the rates quoted by you are found competitive, order will be placed to the concerned firm for the supply.
8. All disputes are subject to Lucknow jurisdiction only.
9. Bank reserves the right to reject one or all tenders without assigning any reasons whatsoever.
10. It may be noted that once the order is accepted, the concerned firm will be bound to execute the order within the specified period and request for increase in rate subsequently, or any other excuse such as non-availability of paper, man power or otherwise will not be entertained. We shall not pay any advance to any firm.
11. **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 guarantee, for the proper execution of the order.
12. All printers are required to visit Head Office on 05.05.2018 at 3.00 PM importantly and have a look of specimen and clear all their doubts, so that they can be well versed with the job work.
13. Rates quoted by the firm will be **valid upto 30.09.2018.** Quantity may be increased/decreased according to the Bank's requirement. Bank also reserves the right to place repeat order as and when required within the stipulated time.
14. Tenders must reach us on or **before 14.05.2018 till 2.00 PM positively.** We further advice that the acceptance of the tender shall be the sole discretion of the Bank. Quotation will be opened on 15.05.2018 at Bank's Head office at 3.00 PM in presence of committee members. All empanelled stationery printers (who have quoted the rates) are requested to remain present at the time of opening of tenders. Please note that no separate invitation will be sent.

Rates are to be quoted on enclosed tender/ quotation form.

  
(V C Agrawal)  
Chief Manager



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**TENDER FORM**

(Rates are to be quoted upto two places after decimal only)

S.NO.	ITEM	DETAIL	QUANTITY	RATE PER ANNUAL REPORT	TOTAL COST (excluding GST) E=C X D
	A	B	C	D	
1	ANNUAL REPORT 2016-17	<b>Size 21.50 cm x 28.00 cm</b> <b>Paper:-</b> Cover of 350 GSM Cinar mass art cart sheet ( Ballarpur), inner paper of 130 GSM cinar mass art card sheet ( Ballarpur) <b>Printing:-</b> Cover and back side of cover to be printed in four colours, 4 inner papers on both side to be printed in four colour and 51 papers to be printed in four colour. <b>Booklet:-</b> 55 papers +card sheet cover. <b>Packing:-</b> 25 Annual report in one packet. Paper/ card sheet sample with mill (Ballarpur) should be enclosed with the quotation having the seal and signature of printer. Sample Annual report 2015 -16 is available at A&S department. Photographs on cover will be laminated with UV coating. Envelope (White) printed in one colour for all annual reports, paper to be used for envelope be of 80 GSM mapliitho of century mill.	950 Annual Reports		

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

I/We confirm that the rates quoted are FOR at Head office and are inclusive of all type of costs, charges etc. (excluding GST). Note- GST will be paid as per the prevailing rates applicable at the time of payment.

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

**Encl: - Sample paper and art paper**

Signature

Date.....

Firm.....

(With stamp)

