

**VIDHARBHA KONKAN GRAMIN BANK
HEAD-OFFICE NAGPUR
TENDER NOTICE**

VKGB/HO/A&S/2017-18/05

Date:- 21.09.2017

Tender for printing of Calendar 2018

Vidharbha Konkan Gramin Bank invites Tender from reputed printers for printing of Wall Calendar 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-1

2. Blank tender form is attached along with this tender Notice.
3. Two envelopes should be prepared as per details given below.
 - A) First envelope marked as – Envelope No. 1 Technical Specification.
 - i) Certified copies of Balance Sheet for the year 2014-15, 2015-16 and 2016-17 in support of turnover of Rs. 25 lac during last three years each.
 - ii) Copies of Purchase Orders between the period 01.04.2014 to 31.03.2017 in support of single printing job work of minimum of Rs. 5 lacs.
 - iii) Copies of license, PAN, TAN, GST etc.
 - iv) Demand Draft of Rs. 5,000/- in favour of Vidharbha Konkan Gramin Bank drawn on a Scheduled Bank.


B) Second envelope marked as Financial Bid for printing of Calendar.

Financial Bid as per format.

Both the envelopes as mentioned above should be placed in one envelope and properly sealed. Tender for printing of Calendar for the year 2018 should be written on the envelope and addressed to,

"The General Manager
Vidharbha Konkan Gramin Bank
"Chandraprastha" 2nd & 3rd Floor
Plot No.6, Deendayal Nagar
Ring Road, Nagpur-440022"

4. Specimen of item to be printed is available for inspection at above address.
5. All other terms and conditions are given in Annexure-1
6. Tender should be submitted on or before 13/10/2017 (by 5.00 p.m.)
7. Tenders (Technical Bid) will be opened on 17/10/2017 at 3.30 p.m. Date and time of opening of financial bid will be communicated to all concerned separately.
8. Tenderers or their representative may attend the tender process / opening, as per details given above at Head Office of the bank. No separate information / invitation will be given to any vendor.


(A. S. Dubey)
General Manager



VIDHARBHA KONKAN GRAMIN BANK
HEAD-OFFICE NAGPUR
Calendar for the year 2018

Item	Description (Scope of work)	Quantity	Unit
Wall Calendar	Lay out composing, designing, Type setting etc. to be done by printer. Size: 14.50" X 19.25" Paper: 90 GSM Imported Art paper Sheets: 6 (Both side printing) Printing: Multi Colour	Minimum 20000 To be packed in packet of 50 calendars	Metal tin patti of good quality with hanging strip, punch hole in calendar for hanging strip.
Table Calendar	Lay out composing, designing, Type setting etc. to be done by printer. Size: "8.75 x 5.50" Paper: 250 GSM Imported Art card front back printing Multi colour	Minimum 20000 To be packed in packet of 50 calendars	—

Proof checking at:- Head Office of the Bank at
Vidharbha Konkan Gramin Bank
"Chandraprastha" 2nd & 3rd Floor,
Plot No. 6, Deendayal Nagar,
Ring Road, **Nagpur - 440 022**

Delivery Schedule: Within 15 days from the date of issuance of the Bank's order. To be delivered at the Bank's 06 Regional Offices viz. Akola, Bhandara, Chandrapur, Ratnagiri, Solapur, Yavatmal and Head Office, Nagpur as per the order.

INSTRUCTIONS FOR APPLICANT

1. Applicants are required to have handled single printing job work of minimum Rs. 5.00 lacs and should have annual turnover of Rs. 25.00 lacs and above for the calendar printing in past 3 years. Certified copies of Balance Sheet and other papers should be enclosed in support of minimum job work and turnover requirement as above.
2. Decision of the Bank in regard of printers of calendar will be final. Bank is not bound to assign any reason therefore.
3. Tender containing false and / or inadequate information are liable for rejection.
4. 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.
5. Clarifications, if any required, may be obtained from the Chief Manager, A & S department, Head Office, Nagpur.



**VIDHARBHA KONKAN GRAMIN BANK
HEAD-OFFICE NAGPUR**

ANNEXURE – I

OTHER TERMS & CONDITIONS

Tender with counter condition/s will not be entertained.

Tender should be valid for at least 180 days from the due date specified.

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 vendors / supplier against our order (if any) placed.

Rates should be quoted (for the calendar) as per the specifications mentioned in our enquiry.

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.

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.

Printed material must be properly delivered at our Regional offices i.e. Akola, Bhandara, Chandrapur, Ratnagiri, Solapur & Yavatmal and at our Head Office at Nagpur as per our instructions.

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, For awarding tender, total cost i.e. cost of Wall Calendar & Table Calendar will be considered.

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 delivers, 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 Regional Offices i.e. Akola, Bhandara, Chandrapur, Ratnagiri, Solapur & Yavatmal and at our Head Office at Nagpur as per our instruction.

The printer will have to deposit / submit an earnest money deposit of Rs. 5000.00 with the Bank by way of Demand Draft favouring Vidharbha Konkani Gramin Bank to ensure timely and proper execution of the order. This amount is payable by Demand Draft 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 calendar.

Please also note that calendars are required to delivered to the Bank's Regional Offices i.e. Akola, Bhandara, Chandrapur, Ratnagiri, Solapur, Yavatmal & Head Office within 30 days of the issuance of the Bank's order. In case of delay in supply, penalty @ 1% per week subject to maximum 10% of the total cost will be deducted from the final payment.

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.

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.

Rates must be quoted on the prescribed format (Annexure - II)



VIDHARBHA KONKAN GRAMIN BANK,
HEAD OFFICE, NAGPUR

(Annexure-II)

Price Bid to be submitted in a separate sealed envelope

TENDER FORM FOR PRINTING OF CALENDAR FOR YEAR 2018

(Amount in full Rs.)

S N	Details	Quantity
1	Unit Cost i.e. Cost per Wall Calendar including all taxes and transporting charges	20000
2	Unit Cost i.e. Cost per Table Calendar including all taxes and transporting charges	20000

I / We M/s confirm that the rates quoted by our firm are inclusive of all type of taxes, charges, GST, VAT and including delivery charges at all Six Regional Offices and Head Office of the Bank. I / We have gone through the tender document, other instructions carefully and all conditions are acceptable to me/us.

Date:

Signature

Name of the Firm.....

Seal of the Firm.....

Encl: Sample paper with firm's seal and signature of the proprietor.

