



**सर्व हरियाणा ग्रामीण बैंक**  
**Sarva Haryana Gramin Bank**

(भारत सरकार का उपक्रम)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

**TENDER NOTICE – EMPANELMENT OF VENDORS FOR PRINTING OF STATIONERY, DOCUMENTS & OTHER PRINTING MATERIALS**

Sealed Bid Tenders are invited at SARVA HARYANA GRAMIN BANK, Head Office, Plot No. 1, Sector 3, Rohtak, Haryana (INDIA) 124001 from reputed printers for empanelment of vendors for printing of Stationery, Documents & other printing materials. The Printed Stationery, Documents & other printing materials shall be supplied at our **Regional Offices-Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Nuh (Located at Gurgaon), Kaithal, Panipat, Rewari and Rohtak (F.O.R.)**.

All the interested parties are advised to go through the detailed Tender guidelines at Bank's website before submitting their proposals to Head Office, Rohtak in sealed envelope. Bank reserve its right to reject any or all the proposals without citing any reason. Corrections/ Corrigendum, if any, will be placed on Bank's website only. For more details visit our website [www.shgb.co.in](http://www.shgb.co.in)

**Last date of submission of Tender: 14.09.2023 (upto 4.00 P.M.)**

**Date of opening of Tender: 15.09.2023 ( 11.00 A.M.) (Tentative)**

**General Manager**



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## **TENDER NOTICE – EMPANELMENT OF VENDORS FOR PRINTING OF STATIONERY, DOCUMENTS & OTHER PRINTING MATERIALS**

### **Terms & Conditions of the Tender:**

1. Bids should be submitted at Head Office, Rohtak on or before \_\_\_\_\_.
2. Tender received after \_\_\_\_\_ will not be entertained.
3. The Bidder should have PAN, GST and shall produce other Statutory documents as applicable validating their Firm and shall produce self-attested copies of such certificates.
4. The Supplier should have an average annual turnover of least of Rs. **1 Crore** during last Three F/Ys i.e. 2019-20, 2020-21 and 2021-22 which is to be supported by Financial Statements. This must be the firm's turnover relating to supply of stationary items only, not that of any group of Companies.
5. The Supplier should have made profits in the last three financial years. Copies of Balance Sheets, Profit & Loss account statements duly verified by C.A. for last Three F/Ys i.e. 2019-20, 2020-21, 2021-22 must be submitted.
6. The supplier should have necessary infrastructure having the capacity to print and supply required items of Stationary, Documents & other printing materials (including Delivery) within 2 weeks after order of material by the bank.
7. Sub-Tendering / Outsourcing / contracting of the stationary supply job or any part thereof will not be permissible.
8. The offers containing erasers or alterations will not be considered. There should be no hand-written material corrections or alterations in the offer. Technical details must be completely filled up. Tender, with any correction / alteration will summarily be rejected.
9. Technical Bid shall be submitted as per **Annexure-A to C** and rate/cost for the work are not to be mentioned in the technical bid.
10. **Bank will empanel the vendors on the basis of qualification in Technical Bids. Rate/cost of different items of Stationary, Documents & other printing materials (with specifications of printing & Color and size of the item) will be quoted time to time on the basis of requirement of Bank from empaneled vendors and work order will be issued to L-1 accordingly.**
11. **Bank will empanel minimum 3 and maximum 7 vendors having highest turnover related to printing of Stationary item only from the Technically qualified bidders. If less than 3 bidders are found Technically qualified, the Tender may be cancelled.**



2.

12. The bidder shall keep confidential all the information relating to Bank's business that comes into its possession as a result or in connection with the supply order.
13. Bank reserves the right to make any changes in the terms and conditions of the tender. The Bank reserves its right to reject any or all proposals and cancel Tender without assigning any reason.
14. Bank reserves the right to inspect/visit the printing site for checking of printing facility and check the progress and quality of stationary. Bank can also collect the printed sample for all types of quality checks.
15. The empanelment shall normally be valid for a period of **two years**. However, if required, the contract can be extended further on mutual agreement after the expiry of tenure on same terms & conditions on year to year basis. In this regard, the Bidder shall submit Undertaking as per the **Annexure-C** for executing all orders placed for printing & supply of Stationary, Documents & other printing materials required to be printed additionally during such period.
16. All the empaneled firms will be required to deposit amount of **Rs. 100000/-** as Security Deposit within 7 days of intimation of approval and this amount shall be retained by the bank for a period of two year or extension thereof as mentioned above. The Security Deposit shall be released to the Vendor without any interest on successful completion of validity of empanelment including extension thereof after deduction of loss/damage, if any, occurred to Bank.
17. All the documents must be signed by the Authorized Signatory of the bidder firm.
18. The Stationary, Documents & other printing materials printed will be delivered at destinations at our **Regional Offices - Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Nuh (located at Gurugram) , Kaithal, Panipat, Rewari and Rohtak (F.O.R.)** as transportation charges shall not be paid by Bank.
19. The Agency/Firm should not have been Blacklisted by any Bank/ Department/Institution. In this regard, a self-attested Certificate is to be submitted.
20. Bidder should have minimum 3 years' experience in printing stationary, documents and other printing materials for Scheduled Commercial Banks/RRBs/Govt./ Semi Govt./Financial institute. **Annexure-B** be attached in this regard.
21. Empaneled vendor will be required to visit SHGB Head Office to check the sample and specifications of Stationery & Documents to be printed at the time of calling quotations at the following address:

**SARVA HARYANA GRAMIN BANK**  
**General Administration Division**  
**Head Office, SHGB House,**  
**Plot No. 1 Sector-3, Rohtak, Haryana-12400**



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**3.**

22. Tender must be submitted in containing all the necessary documents along with completely filled annexures. Bidder should note specifically that all pages of tender document shall be submitted by them (after signing / stamping on each page) as part of their offer.
23. It will be essential to comply the orders within stipulated time as mentioned in the order for printing and supply of Stationary, Documents & other printing materials. Delay beyond 45 days in print & supply as mentioned in order will attract penal deduction @ 1% of total amount of the award of work from the Bills submitted/Security Deposit. Bank's decision on the discrepancies/delay, if any, will be final.
24. If information and details furnished by the bidder are found to be false at any time in future or any information concealed, which comes to the notice of the bank later, the contract of such supplier will be liable to be cancelled.
25. The Specimen for the Stationery & Documents shall be provided for reference before awarding work for specific item. The proof of all Performa/Documents are to be got approved from Bank at the earliest so as to comply the order within stipulated time. In case of deviation in adhering to the terms and conditions, the following actions shall be initiated:
- (i) In case of any error in printing of stationary and documents at the later stage even after the approval of proof, the loss/damage incurred to the bank will be recovered from the vendor including by way of forfeiting the Security Deposit.
- (ii) Bank shall not accept defective printed Stationery & Documents including deviation of Quality of paper or printed matter observed while receipt of stationery/Documents or thereafter. Hence, Bank shall be entitled to recover payment already made/loss, if any, occurred due to such defective/deviation in printing/Quality of paper including penalty and/or forfeiture of Security Deposit.

**Chief Manager**  
**GAD**

**Chief Manager**  
**I&AD**  
**(Member Tender Committee)**

**Chief Manager**  
**FD**

**Chief Manager**  
**MASD**

**General Manager**  
**Chairman HO Tender Committee**



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**Annexure-A**

**TECHNICAL BID**

1.	Name of the Bidder		
2.	Complete address of the Bidder - Administrative/Corporate Office/ shop		
	Mobile no. / Telephone no.		
	E-mail address		
3.	The details of Authorized Person to make communication with the Bank.	Name	
		Designation	
		e-mail ID	
		Tel./ Mob. No.	
4.	Name of the Proprietor/ Partners/ Directors with Residential address and Mobile no.		
5.	Date of commencement of Business		
6.	Documents of Registration under GST , PAN number ( attach proof)		
7.	Experience in the Business (minimum 3 years' experience as on 31.03.2023 for supplying stationary and documents in Scheduled Commercial Banks/ RRBs Govt./ Semi Govt./ Financial institute) (attach proof)		
8.	Detailed description and value of works done for different department/organizations in the past <b>(Annx-B)</b> (attach proof)		
9.	Copies of Balance Sheets, Profit & Loss Account Statement, ITRs duly certified by C.A. for the last 3 years i.e. FY 2019-20, 2020-21, 2021-22 to be furnished.		
10.	Total turnover (Rs. In lacs) (stationary items printing only) (please submit the copies of Balance sheet & Profit and Loss in support of it) • A certificate prepared by Chartered accountant (containing the UDIN no.) is to be submitted for financial year 2019-20, 2020-21, 2021-22, certifying the amount of turnover related to printing of stationary items.	Financial Year	Turnover (in lacs)(in respect of printing of stationary items)
		2019-20	
		2020-21	
		2021-22	
11.	Have you ever been disqualified/ debarred or levied penalty / or put on Holiday list or banned by the Bank in past for non-fulfillment of contractual obligation. If yes, please provide details in brief.		

**Date:**  
**Place:**

**Signature of the Bidder / Authorized person**  
**(Seal of the Firm/ Company)**



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**Annexure-B**

**LIST OF MAJOR CUSTOMERS (During last three years only) (Attach Proof)**

Name of Stationary vendor/supplier \_\_\_\_\_

Sl. No.	Name of the Dept./org.	Type of jobs undertaken	Period	Number of Stationary items with amount of work printed (Year-wise)			Performance Certificate attached (Y/N)
				Year	No. of items	Amount of work	
				20-21			
				21-22			
				22-23			

**Signature with firm's stamp/seal**

**Place:**

**Name:**

**Date:**

**Designation:**



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## Annexure-C

(on Company/Firm Letter Head)

### UNDERTAKING

1. We hereby irrevocably undertake that our firm/company is/are not blacklisted by any of the Government Departments / RBI / Public Sector Banks / Private Banks / Financial Institutions during the last three years as on date of submission of this applications.
2. We agree to abide by all Terms and Conditions as laid down in the Tender document unconditionally and shall execute the Bank's Job on the Bank's terms and condition and adhere to the delivery schedule. I/We declare that the particulars furnished by me/us are true and correct. In case any information/particular is found incorrect at a later date, the contract is liable to be cancelled. All the conditions of the Bank will be binding to me/us.
3. In compliance to **Sl. No. 14 of Terms and Conditions** mentioned in the Tender Document, we submit to execute the work of printing & supply of Stationery and Documents on being **empaneled by the Bank** during the period of Tender. Further, if required, the contract can be extended further on mutual agreement after the expiry of tenure on same terms & conditions on year to year basis.

Signature with firm's stamp/seal

Place:

Name:

Date:

Designation: