



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

Head Office, SHGB House Plot No. 1 Sector-3, Rohtak Haryana-124001

### TENDER NOTICE – STATIONERY & DOCUMENTS

Tenders (Two Bid System) are invited through GeM Portal from reputed vendors for work of printing and supply of Stationery & Documents pertaining to Bank. The printed Stationery and Documents shall be supplied at our Regional Offices-Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Nuh, Kaithal, Panipat, Rewari and Rohtak (F.O.R.). Vendors may also visit Head Office, Rohtak to see the sample and specifications of Stationery & Documents to be printed on any working day before submitting their proposals. All the interested parties are advised to go through the detailed Tender guidelines at **Bank's Website and GeM Portal** before submitting their proposals at GeM portal. Bank reserves 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/) Email: [hogadshgb@shgbank.co.in](mailto:hogadshgb@shgbank.co.in)

Last date of submission of Tender

: 27.08.2022 <sup>CA</sup> *Uk Patel*

Date of Tender Opening (Tentative)

: 27.08.2022 <sup>CA</sup> *Uk Patel*

*Uk Patel*  
AU General Manager

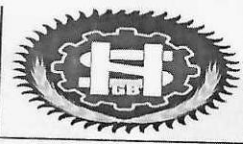


*Uk Patel*  
CM-GAD

*Uk Patel*

*Uk Patel*

*Uk Patel*



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## TENDER NOTICE – STATIONERY & DOCUMENTS

### Terms & Conditions of the Tender:

1. Bids should be submitted on GeM portal on or before 27.08.2022
2. Tender received after 27.08.2022 will not be entertained.
3. The Vendor should have valid License, 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 at least of Rs. 10 Lakh 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.
6. The supplier should have necessary infrastructure having the capacity to print and supply required items of Stationary and Documents (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. The rates quoted in the tender will not be conditional and will be inclusive of all expenses i.e., incidental charges, designing, packing and transportation etc.
11. Bank reserves the right to alter / modify the proposed items specified in the Tender. Bank also reserves the right to delete one or more items from the list of items specified in tender.
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.



*[Handwritten signatures and initials]*





14. Bank reserves the right to inspect/visit the printing site for checking of printing facility and check the progress and quality of stationery. Bank can also collect the printed sample for all types of quality checks.
15. The Tender 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 Stationery & Documents required to be printed additionally during such period at the approved rates.
16. On being successful Bidder, the Earnest Money Deposit (EMD) of **Rs. 100000/-** deposited with Tender agreement shall be retained as Security Deposit for a period of two year or extension thereof as mentioned above. The rates approved in the Tender shall be valid during the entire period of validity of Tender including extension thereof. The EMD/Security Deposit shall be released to the Vendor without any interest on successful completion of validity of Tender 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 stationery printed will be delivered at destinations at our **Regional Offices - Ambala, Bhiwani, Fatehabad, Gurgaon, Hisar, Nuh, Kaithal, Panipat, Rewari and Rohtak (F.O.R.)**. All rates quoted should be as per item mentioned in the Financial Bid excluding GST (F.O.R.). As transportation charges shall not be paid by Bank. Bidders are advised to submit their bids accordingly.
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 stationery and documents for Scheduled Commercial Banks/RRBs/Govt./ Semi Govt./Financial institute. Detailed work regarding this must be mentioned in **Annexure-B**.
21. Bidder may visit SHGB Head Office to see the sample and specifications of Stationery & Documents to be printed at the following address:

**SARVA HARYANA GRAMIN BANK**  
**General Administration Division**  
**Head Office, SHGB House,**  
**Plot No. 1 Sector-3, Rohtak**  
**Haryana-124001**

Bidder are requested to submit the Tender at GeM Portal as per terms & conditions of Tender given above.



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CHM GAD

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22. Tender must be submitted in Two Parts as mentioned below:

- (i) **Technical Bid along with relevant documents (Annexure A to C).**
- (ii) **Financial Bid (Annexure D).**

23. It is essential to comply the orders within stipulated time as mentioned in the order for printing and supply of Stationery & Documents. Delay beyond 30 (thirty) days in print & supply of Stationery and Documents as mentioned in order will attract penal deduction @ 5% of total amount of the award of work from the Bills submitted/EMD. Bank's decision on seriousness of the discrepancies / delay will be Final.

24. The quantity of Stationery items may increase or decrease as per requirement at the time of final order.

25. 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.

26. The Specimen for the Stationery & Documents shall be provided for reference. 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 EMD/retention money.
- (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 EMD.

  
Chief Manager  
GAD

  
Chief Manager  
I&AD  
(Member Tender Committee)

  
Chief Manager  
FD

  
Chief Manager  
MASD

  
General Manager  
Chairman HO Tender Committee



  
Chief Manager  
GAD







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Annexure-A

**TECHNICAL BID**

1.	Name of Stationery Bidder		
2.	Complete address of stationery 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, Valid License of the firm ( attach proof)		
7.	Experience in the Business (minimum 3 years' experience of supplying stationery 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/organisations in the past (Annx-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. 2018-19,2019-20,2020-21 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 2018-19, 2019-20, 2020-21, certifying the amount of turnover related to printing of stationary items.	Financial Year	Turnover (in lacs)(in respect of printing of stationary items)
		2018-19	
		2019-20	
		2020-21	
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.		
12.	Whether the premises (Press/ Office/ Shop / Factory) is/are owned or hired?		

Date:

Place:



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

*[Handwritten signature]*  
*[Handwritten name]*

*[Handwritten signature]*

*[Handwritten signature]*



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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	
				19-20			
				20-21			
				21-22			

Place:

Date:

Signature with firm's stamp/seal

Name:

Designation:

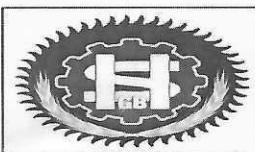


*Signature*  
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*Signature*

*Signature*





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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. 15 of Terms and Conditions** mentioned in the Tender Document, we submit to execute the work of printing & supply of Stationery and Documents on being **successful L-1 Bidder** for the items in whole or in part at the rates approved in the Tender 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. We shall also execute additional orders placed for printing & supply of essential items of Stationery & Documents **at the approved L-1 rates during such period.**

Place:

Date:

Signature with firm's stamp/seal

Name:

Designation:



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*सर्व हरियाणा ग्रामीण बैंक*

*Y. Sme*

FINANCIAL BID

ANNEXURE-D

Sr. No.	Name of item	Bank Numbering of Documents	Size in cms (WxH)	Each Register/Pad/ Booklet/ Form contains leaf/ Pages/No. (Qty.)	Type Paper to be used should be of 90% Brightness Maplitno	GSM	Printing	Item being printed in the form of Register/Pad/Booklet/ Form	Qty. to be printed	Rate per Register /Pad/ Booklet/ Form (In Rs.) excluding GST	Total Cost
1	Insurance Register		21 x 33	75 Lvs. / 150 Pages 150 Nos.	Maplitno White	70	1+1	Register	800		
2	Loan App. Receipt & Disposal Register	SHGB-551	21 x 33	75 Lvs. / 150 Pages 75 Nos.	Maplitno White	70	1+1	Register	850		
3	BC Letter (139)	SHGB-139	21 x 33	25 Lvs.	Maplitno White	70	1+0	Pad	16000		
4	BC Letter (225)	SHGB-225	21 x 33	25 Lvs.	Maplitno White	70	1+0	Pad	6000		
5	KCC Withdrawal	SHGB-1036	18 x 14	25 Lvs.	Maplitno White	70	1+0	Pad	80000		
6	Cash Credit Voucher	SHGB-67	18 x 9	100 Lvs.	Color Paper Blue	58	1+0	Pad	5000		
7	Document Register	SHGB-355	21 x 33	50 Lvs. / 100 Pages 100 Nos.	Maplitno White	70	1+1	Register	1200		
8	KCC Renewal	SHGB-775	22 x 28	100 Lvs.	Maplitno White	70	1+0	Pad	3000		
9	KCC Booklet		22 x 28	80	Maplitno White	70	1+1	Booklet	90000		
10	House Loan Booklet		22 x 28	100	Maplitno White	70	1+1	Booklet	14000		
11	Car Loan Booklet		22 x 28	85	Maplitno White	70	1+1	Booklet	18000		
12	Voucher Register	SHGB-59	21 x 33	75 Lvs. / 150 Pages 150 Nos.	Maplitno White	70	1+1	Register	700		
13	Daily Cash Balance Book	SHGB-107	21 x 33	150 Lvs. / 300 Pages 150 Nos.	Maplitno White	70	1+1	Register	1300		
14	Cash Reserve Book	SHGB-31	21 x 33	75 Lvs. / 150 Pages 150 Nos.	Maplitno White	70	1+1	Register	1800		
15	Cashier Long Book	SHGB-347	16.5 x 42	150 Lvs. / 300 Pages 150 Nos.	Maplitno White	70	1+1	Register			
16	Form 15H		22 x 28	100 Lvs.	Maplitno White	70	1+0	Pad	1600		
17	Form 15G		22 x 28	100 Lvs.	Maplitno White	70	1+0	Pad	2100		
18	FD AOF Single Page	SHGB-1177	22 x 28	100 Lvs.	Maplitno White	70	1+1	Pad	2300		
19	NEFT/RTGS/DD Forms	SHGB-001	13 x 28.5	100 Lvs.	Maplitno White	70	1+1	Pad	7000		
20	FDR Receipt	SHGB-1159	21 x 14.5	100	Maplitno White	100	4+1	Pad	1800		
21	Combo Voucher	SHGB-69	17.5 x 11	100 Lvs.	Maplitno White	64	1+0	Pad	6000		
22	Pay in Slip/Cheque deposit slip	SHGB-154	27.5 x 9.75	20 Lvs.	Maplitno White	64	1+0	Pad	450000		

PLACE:  
DATE:

Signature with firm's stamp/seal  
Name:  
Designation:





FINANCIAL BID

Sl. No.	Name of Item	Bank Numbering of Documents	Size in cms (WxH)	Each Register/Pad/ Booklet/ Form contains leaf/ Pages/No. (Qty.)	Type Paper to be used should be of 90% Brightness Mapilitho	GSM	Printing	Item being printed in the form of Register/Pad/Booklet/ Form	Qty. to be printed	Rate per Register /Pad/ Booklet/ Form (In Rs.) excluding GST	Total Cost
23	A/c Opening Forms SHGB 1227A	SHGB-1227A	22 x 28	2 Lvs. / 4 Pages	Mapilitho White	70	1+1	Form	500000		
24	A/c Opening Forms SHGB 1228A	SHGB-1228A	22 x 28	2 Lvs. / 4 Pages	Mapilitho White	70	1+1	Form	500000		
25	Withdrawal Slip	SHGB-605	18 x 8.5	20 Lvs.	Mapilitho White	58	2+0	Pad	1000000		
26	SB/CA/RD/KCC/Loan Pass Book	SHGB-625	20.5 x 17.5	Inner Pages 8 Lvs. / 16 Pgs Cover Pages 2 Lvs. / 4 Pgs	Mapilitho White Art Paper	70	1+1	Booklet	1200000		
27	Voucher Cover		25 x 13	2 Lvs. / 4 Pages	Mapilitho White	120	1+0	Pad	260000		
28	FDR Cover		23.5 x 16.5	100	Coloured side soft PVC Clear /transparent side	120	1+0	Piece	1400		
29	PMSBY		22 x 28	100	Mapilitho White	70	1+0	Pad	8000		
30	PMJBY		22 x 28	100	Mapilitho White	70	1+0	Pad	5000		
31	Expenditure Register		21 x 33	250	Mapilitho White	70	1+1	Register	700		
32	Ruled Register		21 x 33	50 Lvs. / 100 Pages 100 Nos.	Mapilitho White	70	1+1	Register	2000		
33	Ruled Register	SHGB-144	21 x 33	100 Lvs. / 200 Pages 200 Nos.	Mapilitho White	70	1+1	Register	2000		
34	SFF Register	SHGB-78	21 x 33	100 Lvs. / 200 Pages 200 Nos.	Mapilitho White	70	1+1	Register	740		
35	Security Form Register	SHGB-126	21 x 33	100 Lvs. / 200 Pages 200 Nos.	Mapilitho White	70	1+1	Register	840		
36	Common Application Form		22 x 28	100 Leaves	Mapilitho White	70	1+0	Pad	17000		
37	T.A. Bill Register	SHGB-236	21 x 33	100 Lvs. / 200 Pages 100 Nos.	Mapilitho White	70	1+1	Register	400		
38	Attendance Register	SHGB-245	25 x 37	50 Lvs. / 100 Pages 50 Nos.	Ledger Paper	70	1+1	Register	700		
39	Dak Dispatch Register	SHGB-27	21 x 33	150 Lvs. / 300 Pages 150 Nos.	Mapilitho White	70	1+1	Register	600		
40	Dak Receipt Register	SHGB-28	21 x 33	150 Lvs. / 300 Pages 150 Nos.	Mapilitho White	70	1+1	Register	600		
41	Current Account Opening Form		22 x 28	2 Lvs. / 4 Pages	Mapilitho White	70	1+1	Form	20000		

PLACE:  
DATE:

Signature with firm's stamp/seal  
Name:  
Designation:



FINANCIAL BID

Sr. No.	Name of Item	Bank Numbering of Documents	Size in cms (WxH)	Each Register/Pad/ Booklet/ Form contains leaf/ Pages/No. (Qty.)	Type Paper to be used should be of 90% Brightness Mapitho	GSM	Printing	Item being printed in the form of Register/ Pad/Booklet/ Form	Qty. to be printed	Rate per Register /Pad/ Booklet/ Form (in Rs.) excluding GST	Total Cost
42	Bank Letter Pad		22 x 28	100	Mapitho White	70	1+1		3600		
43	Demand Loan Pronote 308		22 x 28	15	Mapitho White	70	1+1	Form	27000		
44	CC Limit Booklet		22 x 28	70	Mapitho White	70	1+1	Booklet	7000		
45	Education Loan Booklet		22 x 28	60	Mapitho White	70	1+1	Booklet	3200		
46	Locker Booklet		22 x 28	15	Mapitho White	70	1+1	Booklet	3000		
47	Personal Loan Booklet		22 x 28	90	Mapitho White	70	1+1	Booklet	12200		
48	SHG Booklet		22 x 28	20	Mapitho White	70	1+1	Booklet	6500		
49	Mudra Loan Booklet		22 x 28	72	Mapitho White	70	1+1	Booklet	13500		
50	Loan against Property		22 x 28	70	Mapitho White	70	1+1	Form	13200		
<b>TOTAL</b>										XXX	

- 1 GST will be extra as applicable
- 2 All Registers shall have both side cover of Hard Board (28 Oz.) with full cloth binding. All Booklets including Pass Book shall have outer cover of Glossy Art Paper of 170 GSM
- 3 Pass Book outer cover will have Multi-color offset print and inside of cover with single color.
- 4 L-1 will be decided on the basis of total cost of all the items mentioned above

PLACE:  
DATE:

Signature with firm's stamp/seal  
Name:  
Designation:



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C.M. K. K.

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