



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

Regional Office Rohtak

TENDER: 2024-25

Date: 09-05-2024

Dear Sir,

Reg:- Notice inviting sealed limited tenders from Bank's empanelled Printers for printing of Stationery/Documents

Sealed limited tenders are invited from Bank's current empanelled printers for printing of stationery/documents as per specifications given in Annexure –IV.

Description of item	As per specifications given in Annexure-IV
Tentative Quantity	As mentioned in Annexure-IV
Time & last date for submission of bids	On or before 24-05-2024 upto 12:00PM. Sealed Tender are to be submitted at Sarva Haryana Gramin Bank, Regional Office, Rohtak Ground Floor Plot No 1 Sector-3 Huda Rohtak (124001) in a sealed envelope super-scribed "Tender for printing of stationery/documents" on it.
Time & date for opening of Technical bid, Financial bids	On 24-05-2024 at 03:30PM hrs at Sarva Haryana Gramin Bank, Regional Office, Rohtak Ground Floor Plot No 1 Sector-3 Huda Rohtak (124001)
Note	Financial bid of those vendors will be opened who qualify in the technical bid. Bank may change the time & date of opening of tender/bids. Bidders or their representatives, who wish to be present at the time of opening of bids, are welcome. No information regarding the Financial bid opening will be provided later to the bidders who did not attend the Financial opening, neither telephonically or through mail.

The "Instructions to Bidder –General Terms & Conditions" along with conditions of "Technical & Financial Bids" as at Annexures.

Regional Manager



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ANNEXURE-I

INSTRUCTIONS TO BIDDERS - GENERAL TERMS & CONDITIONS

(A) TECHNICAL BID

Sr. No.	Eligibility Criteria	Documents required
1	Printer should be empaneled on our Bank's panel for printing of stationery, documents & other printing materials.	Copy of empanelment letter from our Bank.
2	Printers should be able to provide the items mentioned in Annexure-IV within <u>10</u> days from placing of order.	Self-undertaking as on Annexure-II
3.	GST Registration No.	Copy of GST Registration No.
4.	Printing of Stationery	Self-undertaking as on Annexure-III that bidder has necessary infrastructure for printing and binding of Stationery

(B) FINANCIAL BID

- 1) Financial bid should be submitted only in financial bid Performa enclosed with tender document as per Annexure – IV
- 2) Financial bids of only those bidders will be opened, who qualify our technical bids.
- 3) Validity of rates: The quoted rates shall be valid for a period of 90 days from the date of Bank's approval.
- 4) The quoted rate should be all inclusive F.O.R. (+ applicable GST) at our Office **Sarva Haryana Gramin Bank, Regional Office, Rohtak Ground Floor Plot No 1 Sector -3 Huda Rohtak (124001)**.

GENERAL TERMS & CONDITIONS

1. Quotations/tenders received after due date and time or at any place other than this office will not be considered. It is entirely the printer's responsibility to ensure that their tenders are delivered to the Bank on or before the due date.
2. The bank reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason whatsoever.
3. Tenders not submitted as per the specifications/Performa of the tender shall not be considered.
4. The rates should be of all inclusive (except GST) and F.O.R. our office at **Sarva Haryana Gramin Bank, Regional Office, Rohtak Ground Floor Plot No 1 Sector -3 Huda Rohtak (124001)** Current rate of GST is to be quoted separately in the corresponding column of financial bid Performa (**Annexure-IV & V**).
5. The Bank also reserves the right to increase or decrease the number of copies/colors to be printed.



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6. Delivery Schedule: -Delivery should be made at **Sarva Haryana Gramin Bank, Regional Office, Rohtak Ground Floor Plot No 1 Sector -3 Huda Rohtak (124001)** and the same should be completed within **10 days** after approval of proof.

7. Printed material shall be accepted/received subject to doorstep quality check.

8. Bank reserves the right of imposing liquidated damages on the printer for defects (minor) including wrong numbering and for delays, which shall be final and binding.

9 (a). Liquidated damages : Penal deduction @ 1% of total amount of the Bills submitted/Security Deposit, whichever is higher. Bank's decision on seriousness of the discrepancies/delay will be final.

9 (b). In case of any dispute, Bank's decision will be final and binding.

10. In case of rejection, the rejected material will be removed from the Bank's premises by printer within 03 working days from supply of the material failing which the same will be disposed of by the bank at printer's cost and no claim for the same shall be entertained.

11. Complete supply will have to be made at our office at **Sarva Haryana Gramin Bank, Regional Office, Rohtak Ground Floor Plot No 1 Sector-3 Huda Rohtak (124001)** or as instructed failing which the printer may be recommended to blacklist from the approved panel of printers and damages will be recovered from security deposit submitted with the Bank without any further reference.

12. The Bank generally makes the payment of bills within 15 days after the receipt of bills with receipted challan etc. by e-payment mode only.

13. In case of any dispute, the decision of the SHGB Head Office shall be final and binding. Standing terms and conditions of the bank in force from time to time shall apply.

14. Award—The job will be awarded to the L-1 bidder quoting L-1 price per item.

15. Good quality Maplitho paper— as per mentioned GSM of Minimum brightness 85 and Opacity 88 should be used.

Only the sealed financial bids of technically qualified will be opened by our committee and the work will be awarded to the bidder who quoted the lowest rate per item.

Please quote your rate in separate sealed envelope and technical bid in separate envelope.

Thanking you,

Yours faithfully,

Regional Manager



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ANNEXURE-II

(To be provided on the company's letter head)

Undertaking

We confirm that, we shall provide the printed material as per order on the **10th Day** from approval of proof, if we are awarded the same.

We also understand that in case of delay, bank shall deduct liquidated damages i.e. Penal deduction @ 1% of total amount of the Bills submitted/Security Deposit, whichever is higher. Bank's decision on seriousness of the discrepancies/ delay will be final. In case of any dispute, Bank's decision will be final and binding.

Further, we confirm that we have necessary arrangements for numbering to be done on the booklets.

Signature of Authorized Signatory of the Firm with seal

Date:

Contact Person Name:

Designation:

Tel. No:

Mob. No:

E-mail id:



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ANNEXURE-III

(To be provided on the company's letter head)

Undertaking

We confirm that, we have all necessary infrastructure of printing and binding of stationery

We also undertake that we will abide by all the terms & conditions mentioned in Tender Document.

Signature of Authorized Signatory of the Firm with seal

Date:

Contact Person Name:

Designation:

Tel. No:

Mob. No:

E-mail id



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Items & Qty to Be Printed

Annex-IV

SPECIMEN OF 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 Maplitho	GSM / Make of Paper (Quantum, Billarpur)	Printing colours	Tentative Qty. to be Printed	Item being printed in the form of Register/Pad/Booklet/Form	Rate per Register /Pad/ Booklet/ Form (In Rs.)	GST (%)	Total
1	2	3	4	5	6	7	8	6	7	9	10	11
1	Document Register	SHGB-355	21 x 33	<u>50 Lvs. / 100 Pages</u> 100 Nos.	Maplitho White	70	1+1	200	Register			
2	KCC Renewal	SHGB-775	22 x 28	100 Lvs.	Maplitho White	70	1+0	300	Pad			
3	KCC Booklet		22 x 28	<u>25 Lvs. / 50 Pages</u> 50 Nos	Maplitho White	70	1+1	2000	Booklet			
4	House Loan Booklet		22 x 28	<u>22 Lvs. / 44 Pages</u> 44 Nos	Maplitho White	70	1+1	500	Booklet			
5	Car Loan Booklet		22 x 28	<u>19 Lvs. / 38 Pages</u> 38 Nos	Maplitho White	70	1+1	700	Booklet			
6	Cashier Long Book	SHGB-347	16.5 x 42	<u>150 Lvs. / 300 Pages</u> 150 Nos.	Maplitho White	70	1+1	300	Register			
7	NEFT/RTGS/DD Forms	SHGB-001	13 x 28.5	100 Lvs.	Maplitho White	70	1+1	300	Pad			
8	Combo Voucher	SHGB - 69	17.5 x 11	100 Lvs.	Maplitho White	64	1+0	2000	Pad			
9	Pay in Slip/Cheque deposit slip	SHGB-154	27.5 x 9.75	20 Lvs.	Maplitho White	64	1+0	7000	Pad			
10	Withdrawal Slip	SHGB-605	18 x 8.5	20 Lvs.	Maplitho White	70	2+0	10000	Pad			
11	Ruled Register	SHGB-144	21 x 33	<u>100 Lvs. / 200 Pages</u> 200 Nos.	Maplitho White	70	1+1	100	Register			
12	Common Application Form		22 x 28	100 Leaves	Maplitho White	70	1+0	1200	Pad			
13	Master Agreement	SHGB 2057 & 1270	22 x 28	Lvs/20 Page	Maplitho White	70	1+1	1000	Booklet			
14	Form 60		22 x 28	100 Leaves	Maplitho White	70	1+1	150	Form			