



सर्व हरियाणा ग्रामीण बैंक Sarva Haryana Gramin Bank

आपका भरोसा-हमारा आश्रय

प्रायोजक : पंजाब नेशनल बैंक

Sponsored by: Punjab National Bank

प्रधान कार्यालय: एन एच जी बी बाजार, रोहतक-1 सेक्टर-3

Head Office : SHGB HOUSE, SECTOR-3, ROHTAK

SHOP NO: 11-12, BHARAWAS ROAD, NEW GRAIN MARKET

REGIONAL OFFICE: REWARI

PHONE: 01274 - 220597 / 294362 e-mail: ggbao.rwr@gmail.com

TENDER: 2023-24

Date: 13.12.2023

Dear Sir,

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

Sealed limited tenders are invited from Bank's current empaneled 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 29.12.2023 up to 11:00 AM hrs. Sealed Tender are to be submitted at Sarva Haryana Gramin Bank Regional Office, Shop No. 11-12, Bhadawas Road, New Grain Market, Rewari 123401 in a sealed envelope super-scribed "Tender for printing of stationery/ documents" on it.
Time & date for opening of Technical bid, Financial bids	On 29.12.2023 at 01.00 PM at Sarva Haryana Gramin Bank Regional Office, Shop No. 11-12, Bhadawas Road, New Grain Market, Rewari 123401.
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.

Items mentioned at Annex-IV are exemplary. Regional Office concerned may prepare Annex-IV as per requirement 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-III within <u>30</u> days from placing of order.	Self – undertaking as on Annexure- II
3.	GST Registration No.	Copy of GST Registration No.
4.	Printing of Calendars	Self – undertaking as on Annexure-III that bidder has necessary infrastructure for printing and binding of Calendars

(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, Shop No. 11-12, Bhadawas Road, New Grain Market, Rewari 123401

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, Shop No. 11-12, Bhadawas Road, New Grain Market, Rewari 123401 Current rate of GST is to be quoted separately in the corresponding column of financial bid Performa (Annexure-IV)



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आपका भरोसा-हमारा आधार

प्रायोजक : पंजाब नेशनल बैंक

Sponsored by: Punjab National Bank

प्रधान कार्यालय: एस एच जी वी हाउस, सेक्टर-3 रोहतक

Head Office : SHGB HOUSE, SECTOR-3, ROHTAK

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5. The Bank also reserves the right to increase or decrease the number of copies/colors to be printed.
6. **Delivery Schedule:** - Delivery should be made at **Sarva Haryana Gramin Bank Regional Office, Shop No. 11-12, Bhadawas Road, New Grain Market, Rewari 123401** and the same should be completed within **10** days after approval of proof.
7. Printed material shall be accepted/received subject to door step 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 3 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, Shop No. 11-12, Bhadawas Road, New Grain Market, Rewari 123401** 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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प्रधान कार्यालय एस एच जी हाउस, सेक्टर-3 रोहतक

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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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प्रधान कार्यालय: एन एच जी नो इन्डस्ट्रियल, सेक्टर-3 रोहतक

Head Office : SHGB HOUSE, SECTOR-3, ROHTAK

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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 calendars

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

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	Printing colours	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	Insurance Register		21 x 33	<u>75 Lvs. / 150 Pages</u> 150 Nos.	Maplitho White	70	1+1	0	Register			
2	Loan App. Receipt & Disposal Register	SHGB -551	21 x 33	<u>75 Lvs. / 150 Pages</u> 75 Nos	Maplitho White	70	1+1	0	Register			
3	BC Letter (139)	SHGB-139	21 x 33	25 Lvs.	Maplitho White	70	1+0	900	Pad			
4	BC Letter (225)	SHGB-225	21 x 33	25 Lvs.	Maplitho White	70	1+0	300	Pad			
5	KCC Withdrawal	SHGB-1036	18 x 14	25 Lvs.	Maplitho White	70	1+0	1000	Pad			
6	Cash Credit Voucher	SHGB-67	18 x 9	100 Lvs.	Color Paper Blue	58	1+0	0	Pad			
7	Document Register	SHGB-355	21 x 33	<u>50 Lvs. / 100 Pages</u> 100 Nos.	Maplitho White	70	1+1	0	Register			
8	KCC Renewal	SHGB-775	22 x 28	100 Lvs.	Maplitho White	70	1+0	100	Pad			
9	KCC Booklet		22 x 28	<u>25 Lvs. / 50 Pages</u> 50 Nos	Maplitho White	70	1+1	0	Booklet			
10	House Loan Booklet		22 x 28	<u>22 Lvs. / 44 Pages</u> 44 Nos	Maplitho White	70	1+1	0	Booklet			
11	Car Loan Booklet		22 x 28	<u>19 Lvs. / 38 Pages</u> 38 Nos	Maplitho White	70	1+1	0	Booklet			
12	Voucher Register	SHGB-59	21 x 33	<u>75 Lvs. / 150 Pages</u> 150 Nos.	Maplitho White	70	1+1	0	Register			
13	Daily Cash Balance Book	SHGB-107	21 x 33	<u>150 Lvs. / 300 Pages</u> 150 Nos.	Maplitho White	70	1+1	100	Register			
14	Cash Reserve Book	SHGB-31	21 x 33	<u>75 Lvs. / 150 Pages</u> 150 Nos.	Maplitho White	70	1+1	100	Register			
15	Cashier Long Book	SHGB-347	16.5 x 42	<u>150 Lvs. / 300 Pages</u> 150 Nos.	Maplitho White	70	1+1	100	Register			
16	Form 15H		22 x 28	100 Lvs.	Maplitho White	70	1+0	100	Pad			
17	Form 15G		22 x 28	100 Lvs.	Maplitho White	70	1+0	100	Pad			
18	FD AOF Single Page	SHGB-1177	22 x 28	100 Lvs.	Maplitho White	70	1+1	200	Pad			
19	NEFT/RTGS/IDD Forms	SHGB-001	13 x 28.5	100 Lvs.	Maplitho White	70	1+1	200	Pad			
20	FDR Receipt	SHGB-1159	21 x 14.5	100	Maplitho White	100	4+1	0	Pad			
21	Combo Voucher	SHGB -69	17.5 x 11	100 Lvs.	Maplitho White	64	1+0	1000	Pad			
22	Pay in Slip/Cheque deposit slip	SHGB-154	27.5 x 9.75	20 Lvs.	Maplitho White	64	1+0	2000	Pad			

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	Printing	Qty. to be printed	Item being printed in the form of Register/ Pad/Book	Rate per Register /Pad/ Booklet/ Form (In Rs.)	GST (In %)
23	A/c Opening Forms SHGB 1227A	SHGB- 1227A	22 x 28	2 Lvs. / 4 Pages	Maplitho White	70	1+1	0	Form		
24	A/c Opening Forms SHGB 1228A	SHGB- 1228A	22 x 28	2 Lvs. / 4 Pages	Maplitho White	70	1+1	0	Form		
25	Withdrawal Slip	SHGB-605	18 x 8.5	20 Lvs.	Maplitho White	70	2+0	2000	Pad		
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	Maplitho White Art Paper	70 170	1+1 4+1	0	Booklet		
27	Voucher Cover		25 x 13	2 Lvs. / 4 Pages	Maplitho White	120	1+0	0	Pad		
28	FDR Cover		23.5 x 16.5	100	Coloured side soft PVC Clear/translucent side	150 125	1+0	100	Piece		
29	PMSBY		22 x 28	100	Maplitho White	70	1+0	200	Pad		
30	PMJJB		22 x 28	100	Maplitho White	70	1+0	200	Pad		
31	Expenditure Register		21 x 33	250	Maplitho White	70	1+1	0	Register		
32	Ruled Register		21 x 33	50 Lvs. / 100 Pages	Maplitho White	70	1+1	0	Register		
33	Ruled Register	SHGB-144	21 x 33	100 Lvs. / 200 Pages 200 Nos.	Maplitho White	70	1+1	0	Register		
34	SFF Register	SHGB-78	21 x 33	100 Lvs. / 200 Pages 200 Nos.	Maplitho White	70	1+1	0	Register		
35	Security Form Register	SHGB-126	21 x 33	100 Lvs. / 200 Pages 200 Nos.	Maplitho White	70	1+1	0	Register		
36	Common Application Form		22 x 28	100 Leaves	Maplitho White	70	1+0	0	Pad		
37	T.A. Bill Register	SHGB-236	21 x 33	100 Lvs. / 200 Pages 100 Nos.	Maplitho White	70	1+1	0	Register		
38	Attendance Register	SHGB-245	25 x 37	50 Lvs. / 100 Pages 50 Nos.	Ledger Paper	70	1+1	0	Register		
39	Dak Dispatch Register	SHGB-27	21 x 33	150 Lvs. / 300 Pages 150 Nos.	Maplitho White	70	1+1	0	Register		
40	Dak Receipt Register	SHGB-28	21 x 33	150 Lvs. / 300 Pages 150 Nos.	Maplitho White	70	1+1	0	Register		

- 1 The final payment shall be made as per actual quantity of items
- 2 We confirm that our quoted rates are all inclusive, inclusive cost of paper, processing planning, platemaking, printing, lamination, binding packing and delivery F.O.R.
- 3 These are confirmed rates and valid for a period of 90 days from the date of approval.
- 4 We also undertake to abide by all the terms & conditions of the Bank enforced from time to time

Signature of Authorized Signatory of the Firm with seal
Date:
Contact Person Name & contact No.: