



**GRAMIN BANK OF ARYAVART**  
A-2/46, Vijay Khand, Gomti Nagar  
**Lucknow**

**TENDER NOTICE**

**PRINTING OF BANK'S DIARIES 2019**

**Gramin Bank of Aryavart** invites Tender from reputed Printers for printing of Corporate Diaries (15800 + 4200) as per the details given hereunder and subject to terms and conditions given below as per Annexure I.

**1. Tender should be properly sealed and addressed to:**

**The General Manager,  
Gramin Bank of Aryavart  
A-2/46, Vijay Khand  
Gomti Nagar  
LUCKNOW-226010**

2. Mention enquiry number and due date over envelope and submit the same at above address.
3. Specimen of items to be printed is available for inspection at above address.
4. All other terms and conditions as per Annexure I.
5. **Tender should be submitted on or before 2.00 PM on 24.10.2018**
6. The details of the diaries with specification is detailed as below:-

**Annexure –I**

S. No	Specification	Corporate Diaries
1.	Size	Close: 9.0" (H) X 6" (W)
2.	Paper	80 GSM century super Maplitho paper, cover as per Bank "s requirement.
3.	Quantity	20000 Diaries (15800+4200 )
4.	Printing	Inside pages to be printed in one colour (both side printing) Cover with four colour printing as per Banks requirement.
5.	Total pages	<b>Normal Diaries-</b> Approximately 102 papers ( 100 papers of 80 gsm + 2 papers of cinnar mass +cover ) <b>Staff Diaries-</b> Approximately 114 papers (112 papers of 80 gsm +2 papers of cinnar mass +cover)
6.	Binding	As per specimen , sewing with Perfect Binding
7.	Rate	Rate per copy and +/- 4 papers
8.	Delivery	Total 30 days from the date of proof approval
9.	Packing	As per specification (20 diaries in one packet.)
10.	Design	Layout , composing, designing , Type setting etc. to be done by the printer



**INSTRUCTIONS TO PARTICIPATING VENDORS**

Tender shall contain the following: (a) a copy of the tender document with a certificate issued by the printer accepting all the terms and conditions contained in the tender document (b) Part - I - Technical Bid as in 'Proforma A' of Annexure I which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Diaries 2019: Technical Bid" (c) Part -II - Commercial Bid as in 'Proforma A' of Annexure III which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Diaries 2019: Commercial Bid.

**Documents to be enclosed in Part –I "Technical Bid"**

- Technical Details as per **Proforma-A**
- Vendors are required to have handled single printing job work of minimum Rs.10 lacs and should have annual turnover of Rs.100 lac and above for the Diaries printing in past 3 years.(copy of last two year's audited balance sheet, with current year's projected balance sheet must be enclosed).Minimum turnover must be Rs 1 crore or above in a year.
- **All vendors must enclose the purchase orders of the recent past for single printing job of min Rs 10 lacs from any PSU.**
- The copy of GST certificate must be enclosed.
- Attested copies of Certificate of Registration
- List of Partners and Directors
- Attested copies of Certificate of Factory License
- Attested copies of Certificate of State and/or Central Sales Tax Registration along with Certificate for Sales Tax Clearance and Registration under Works Contract
- Acceptance Letter "Annexure III"
- EMD of Rs 50,000/- in a separate sealed envelope.
- Copy of Audited Balance Sheet for 2015-16, 2016-17, 2017-18.
- Copy of Purchase Order in support of technical requirements.

**Documents to be enclosed in Part –II "Commercial Bid"**

- Duly Filed Annexure –II

The two sealed envelope Part –I and Part II must be sealed and enclosed in a third envelope super scribed as "Tender for Printing Diaries 2019" and the same must reach the Bank's Head Office as per above mentioned address on or before 2.00PM on 24.10.2018.

**OTHER TERMS & CONDITIONS**

1. Any letter or document accompanying the qualification form shall be submitted in duplicate.
2. Tender containing false and/or inadequate information are liable for rejection.
3. 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.
4. Clarifications, if any required, may be obtained from the Chief Manager, A & S department, Head – office, Lucknow. 7388800788, 7388800600, email- ho.ans@gba-rrb.com
5. Quantity of Diaries may increase or decrease.
6. Tenders will be opened on 24.10.2018. at 3.30 PM at bank's Head Office A-2/46, Vijay Khand, Gomti Nagar, Lucknow -226022. All the tenderers are requested to attend the tender process opening on 24.10.2018 at 3.30 PM. No separate information / invitation will be given to any printer.



7. Decision of the Bank in regard of printers for printing of Diary will be final. Bank is not bound to assign any reason thereof.
8. Tender with counter condition will not be entertained.
9. Tender should be valid for atleast 180 days from the due date specified.
10. It may be noted that once the order is accepted, the successful tenderers will be bound to execute it within the period specified and no request for increase in rate subsequently or 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 vendor/supplier against our order (if any) placed.
11. Rates should be quoted (for the Diary) as per the specifications mentioned in our enquiry.
12. 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.
13. 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.
14. Printed material must be properly delivered at our Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad, Agra, Etah, Aligarh and Hathras as per our instructions.
15. 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.
16. Printers who do not deliver the diaries 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 deliveries, they will forfeit all rights to claim any payment from the bank and may be disqualified for further inquiries/entrustment of work. No extra charges will be payable by the bank for Diaries delivered at our Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad Agra, Etah, Aligarh and Hathras as per our instruction.
17. The printer will have to deposit / submit an earnest money deposit of Rs.50,000/- with the Bank by way of Demand Draft/Pay Order favouring Gramin Bank of Aryavart to ensure timely and proper execution of the order. This amount is payable by Demand draft / pay order 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 Diaries. No interest will be paid on the earnest money so deposited.
18. Please also note that Diaries are required to be delivered to the Bank's Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad, Agra, Etah, Aligarh and Hathras within 30 days after the approval of Final Copy.
19. 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 reserves the right to cancel the order at any point of time.
20. 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.
21. Rates must be quoted on the prescribed format (Annexure – II)

#### **Resolution of disputes and Arbitration**

22. The Bank and the concerned bidder shall make every effort to resolve any disagreement or dispute amicably, arising in connection with the agreement, by direct and informal negotiation between the designated Officer of the Bank and designated representative of the concerned bidder. If designated Officer of the Bank and representative of concerned bidders are unable to resolve the dispute within a reasonable period as deemed fit by the Bank, they shall immediately escalate the dispute to the senior authorized personnel designated by the Bank and concerned bidder respectively. In the case of lapse of a reasonable period as deemed fit by the Bank, after the commencement of such



negotiations when both the parties are unable to resolve contractual dispute amicably, the Bank can refer the dispute or disagreement to formal arbitration by appointing a sole Arbitrator under the provisions of Arbitration & Conciliation Act, 1996. The venue for such Arbitration shall be Lucknow.

#### Applicable law and jurisdiction of court

23. The agreement with the bidders shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Lucknow, with the exclusion of all other Courts.

#### 24. Right to content of the Bids

All the responses, Bids, accompanying documentation, correspondence by the Bidders etc., once opened and the reports resulting out of the activities of the bidding process will become the property of Bank and will not be returned to the Bidders. The Bid documents which are not opened for any reasons as elaborated in other sections of this RFP will be returned to the Bidders.

22. Bank is not restricted in its rights to use or disclose any or all of the information contained in the Bid, and can do so without compensation to the Bidder. Bank shall not be bound by any language in the Bid indicating the confidentiality of the Bid by the Bidder or any other restriction on its use or disclosure

23. The information provided by the Bidders in response to the RFP, including any clarifications provided by the Bidder against the queries from Bank during the bidding process, is deemed to be valid till the end of the contract period, in case the contract is awarded to the Bidder

#### 24. Fraudulent and Corrupt Practice

Bank will reject a Bid for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent or coercive practices in competing for, or in executing, the project(s)  
 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of the project and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Bank of the benefits of free and open competition

"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of project execution

"Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

  
 (Chief Manager)



## Proforma -A

1.	Company/ Firm Name	
2.	Registration Number, Tan and Date of Registration	
3.	Current Sales Tax Number ( enclose copy of certificate)	
4.	Factory License No. ( enclose copy of certificate)	
5.	Address for communication (with Fax and email)	
6.	Annual Turnover (Rs in Lakhs) in as per the Income Tax returns of last three years as shown in the audited balance sheet @	2015-16: 2016-17: 2017-18: (Provisional if accounts are yet to be finalised)
7.	Profits after Tax in last three years (in Rupees lakh)	2015-16: 2016-17: 2017-18: (Provisional if accounts are yet to be finalised)
8.	Contract amount of at least THREE previous work orders and payments made there against (preferably of this quantity)*	1. 2. 3.
	Maximum no. of copies printed for a single client in a year	Diaries:
	List of major clients during the last two years	
	1-2 Samples of calendars and diaries printed by you in the past.	Samples to be submitted along with the bid.

@ Minimum Turnover needs to be Rs1.00 crore in a year. Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years indicated in items 4 and 5.

\* Each amounting to about Rs 10 lakh or more. Please enclose a copy of the contract award and payment received there against for the three orders.

Certified that the above particulars are true.

Date:

Place:

Signature of Authorised Signatory

(Name of company/firm)

Seal of Company/firm



**Annexure – III**

Type	Item	Rate per copy (exclusive of GST)	Cost (No. of Diaries X Rate per copy)	GST applicable (in %)	Total Cost
Diaries	Cost of Printing 15800 Normal Diaries				
	Cost of Printing 4200 Staff Diaries				

I/ We accept all the terms and conditions mentioned in tender notice.

I/We confirm that the rates quoted are FOR Head Office, Lucknow, GMO Aligarh, Bank's Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Firozabad, Agra, Etah, Aligarh and Hathras which is inclusive of all types of charges, levies etc. and GST extra.

The rate of GST is.....

I/We am/are well aware that quantity may increase or decrease.

Date.....

Signature

Firm.....

(with stamp)



Annexure-III

(On company's Letter Head only)

CERTIFICATE OF ACCEPTANCE

"Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, ..... do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures therein".

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)  
Seal of Company/firm

