



ARYAVART BANK

HEAD OFFICE, A – 2/46, GOMTINAGAR, LUCKNOW (U.P.) 226010
PHONE NO.7388800788, EMAIL ID- ho.ans@aryavartbank-rrb.com

Ref.no. Ho/A&S/RKS/255/2020-21

Date: 19.06.2020

QUOTATION FOR PRINTING OF ANNUAL REPORT 2019-20

Please quote your competitive rates for the printing and supply of Annual report 2019-20 as per specifications given below:

S. N.	STATIONERY ITEM	DETAIL	QUANTITY
1	ANNUAL REPORT 2019 – 20	<p>Size 21.50 cm x 28.00 cm</p> <p>Paper:- Cover of 300 GSM art card sheet (JK/Ballarpur/Imported), inner paper of 130 GSM art card sheet (JK/Ballarpur/Imported)</p> <p>Printing: - Cover and back side of cover to be printed in four colours. 55 papers on both side to be printed in four colour.</p> <p>Booklet: - 55 papers +card sheet cover.</p> <p>Packing: - 25 Annual report in one packet.</p> <p>Paper/ card sheet sample with mill (JK / Ballarpur/Imported) should be enclosed with the quotation having the seal and signature of printer.</p> <p>Sample Annual report 2018-19 is available at A&S department.</p> <p>Photographs on cover will be laminated.</p> <p>Envelope (White) printed in one colour for all annual reports, paper to be used for envelope be of 80 GSM maplitho of century/A grade mill.</p> <p>Quantity of envelopes : 1800</p>	1800 annual reports.

While quoting the rates, following terms and conditions are required to be taken care of.

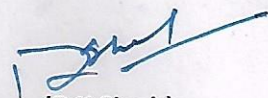

TERMS AND CONDITIONS

1. Printers must provide their Quotations in a sealed cover.
2. Certificate to this effect that the rates quoted in the Quotations are unconditional and include all type of incidental charges, designing, packing, transportation etc. **F.O.R. Aryavart Bank, Head-Office, Lucknow will be required from all the printers.**
3. Only empanelled stationery printers are allowed to quote their competitive rates.
4. Incomplete & conditional Quotations are liable to be rejected.
5. **The Quotations must be enclosed with EMD (earnest Money deposit) in form of demand draft of Rs 15000 payable at Lucknow in favour of Aryavart Bank.**



6. The rates quoted must be as required by the bank and are inclusive of all type of costs, charges and other taxes etc. **(excluding GST). Note- GST will be paid as per the prevailing rates applicable at the time of payment.**
7. The rough proofs are required to be sent to us within 7 days for approval from the date of order given to the firm.
8. Quotations must reach us in a properly sealed cover by registered post/courier, or by hand delivery subscribed with the words **"Quotations for Printing of Annual Balance sheet 2019-20"** on the top of sealed cover. The order for supply of Annual report 2019-20 will be placed to the firm whose rates are found competitive.
9. All disputes are subject to Lucknow jurisdiction only.
10. Bank reserves the right to reject one or all Quotations without assigning any reasons whatsoever at any time.
11. It may be noted that once the order is accepted, the concerned firm will be bound to execute the order within the specified period and request for increase in rate subsequently, or any other excuse such as non-availability of paper, man power or otherwise will not be entertained. We shall not pay any advance to any firm. In case of any denial from the vendor after getting the work will result in forfeiting the EMD so deposited.
12. **The bank need not necessarily accept the lowest Quotations and the decision of the bank in this regard will be final.** Bank reserves the right to ask for the Bank guarantee, for the proper execution of the order.
13. Rates quoted by the firm will be **valid upto 30.09.2020.** Quantity may be increased/decreased according to the Bank's requirement. Bank also reserves the right to place repeat order as and when required within the stipulated time.
14. Quotations must reach us on or **before 2.00 pm 29.06.2020 positively.** **We further advice that the acceptance of the Quotations shall be the sole discretion of the Bank. Quotation will be opened on 29.06.2020 at Bank's Head office at 3.00 PM in presence of committee members** (subject to the availability of committee members). The printers (who have quoted the rates) are requested to remain present at the time of opening of Quotations. Please note that no separate invitation will be sent.
15. Quotations if not annexed with demand draft of requisite EMD amount and sample papers will not be entertained
16. **Rates are to be quoted as per the enclosed format only, no other paper/format will be accepted.**

Rates are to be quoted on enclosed Quotations form.


(R K Singh)
Chief Manager




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QUOTATIONS FORM**(Rates are to be quoted upto two places after decimal only)**

S. N. O.	ITEM	DETAIL	QUANTITY	RATE PER ANNUAL REPORT	TOTAL COST (excluding GST)
	A	B	C	D	E=C X D
1	ANNUAL REPORT 2019-20	<p>Size 21.50 cm x 28.00 cm</p> <p>Paper:- Cover of 300 GSM art card sheet (JK/Ballarpur/Imported), inner paper of 130 GSM art card sheet (JK/Ballarpur/Imported)</p> <p>Printing:- Cover and back side of cover to be printed in four colours. 55 papers on both side to be printed in four colour.</p> <p>Booklet:- 55 papers +card sheet cover.</p> <p>Packing:- 25 Annual report in one packet.</p> <p>Paper/ card sheet sample with mill (JK / Ballarpur/Imported) should be enclosed with the quotation having the seal and signature of printer.</p> <p>Sample Annual report 2018-19 is available at A&S department.</p> <p>Photographs on cover will be laminated.</p> <p>Envelope (White) printed in one colour for all annual reports, paper to be used for envelope be of 80 GSM maplitho of century/A grade mill.</p> <p>Quantity of envelopes : 1800</p>	1800 Annual Reports		

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

I/We also confirm that in case of my/our denial after awarding the work will result in forfeiting my earnest money so deposited.

I/We confirm that the rates quoted are FOR at Head office and are inclusive of all type of costs, charges etc. (excluding GST). Note- GST will be paid as per the prevailing rates applicable at the time of payment.

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

Encl: - Sample paper and art paper

Signature

Date.....

Firm.....

(With stamp)

