



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

TENDER NOTICE

Printing of Bank's Diaries

Gramin Bank of Aryavart invites Tender from our reputed Printers for printing of Corporate Diaries 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 30.10.2017
6. The details of the diaries with specification is detailed as below:-

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	16000 Diaries (12000+4000)
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	Approximately 102 papers (100 papers of 80 gsm + 2 papers of cinnar mass +cover) 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. etc to be done by the printer

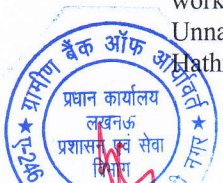


INSTRUCTIONS TO PARTICIPATING VENDORS

1. 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).
2. **All vendors must enclose the purchase orders of the recent past for single printing job of min Rs 10 lacs.**
3. The copy of GST certificate must be enclosed.
4. Decision of the Bank in regard of printers for printing of Diary will be final. Bank is not bound to assign any reason therefore.
5. Any letter or document accompanying the qualification form shall be submitted in duplicate.
6. Tender containing false and/or inadequate information are liable for rejection.
7. 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.
8. Clarifications, if any required, may be obtained from the Chief Manager, A & S department, Head –office, Lucknow.
9. Quantity of Diaries may increase or decrease.
10. Tenders will be opened on **30.10.2017**. at 3.30 PM. All the tenderers are requested to attend the tender process / opening on **30.10.2017**. at 3.30 PM. No separate information / invitation will be given to any printer.

ANNEXURE – I
OTHER TERMS & CONDITIONS

1. Tender with counter condition will not be entertained.
2. Tender should be valid for atleast 180 days from the due date specified.
3. 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 do not increase in rate subsequently nor 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.
4. Rates should be quoted **(for the Diary)** as per the specifications mentioned in our enquiry.
5. 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.
6. 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.
7. 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..
8. 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.
9. Printers who do not deliver the calendars 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 charges will be payable by the bank for calendars delivered at our Regional offices i.e. Hardoi, Unnao, Kannauj, Farrukhabad, Barabanki, Lucknow, Mainpuri, Ferozabad , Agra, Etah, Aligarh and Hathras as per our instruction.



10. The printer will have to deposit / submit an earnest money deposit of Rs.25000/- 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.
11. 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.
12. 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.
13. 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.
14. Rates must be quoted on the prescribed format (Annexure – II)




(Chief Manager)

Annexure – II

S. No.	Specification	Corporate Diaries	Rates per item	Total Amount + GST
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	16000 Diaries		
		12000 Public Diaries (102+/- 4 pages)		
		4000 Staff Diaries(112+/- 4 pages)		
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	Approximately 102 papers (100 papers of 80 gsm + 2 papers of cinnar mass +cover) 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. etc to be done by the printer		

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)

