



Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

Tender Document for Supply of Wall Calendars & Diaries- 2019 for

UTTAR BIHAR GRAMIN BANK HO, Muzaffarpur

TENDER DOCUMENT

Tender reference No.HO:GAD:2018-19/800 dt. 29.10.2018

Start date of tender :: 29.10.2018

Last date for submission :: 06.11.2018 till 5.00 PM

Opening date of tender :: 08.11.2018 at 03.30 PM

Address of communication ::

General Manager

Uttar Bihar Gramin Bank, Head Office,
Kalambagh Chowk, Muzaffarpur

Invitation for tender

Uttar Bihar Gramin Bank invites sealed tender offers for Wall Calendars & Diaries for 2019 from reputed Printers & Suppliers.

The last date of submission of offer is 06.11.2018 upto 5.00 PM at Uttar Bihar Gramin Bank, Head Office, Kalambagh Chowk, Muzaffarpur and the bids will be opened on 08.11.2018 at 03.30 PM. Bidders may attend the opening of bids at the time and date scheduled. Only technically qualified bidders will be called for opening Financial Bids. Uttar Bihar Gramin Bank reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof. The specification is given below.

EMD:- The tenderer should have enclose a DD of Rs. 50000/- as EMD. The tenderer must send their Technical and Financial bids in separate envelopes and both the envelopes should be kept in one envelope.

SPECIFICATION

Details of Calendar for the year 2019

Item	Description	Total Quantity	Unit
Dater Calendar	Size 18"x12" Sheets – 6 Printing – Both side (Multi color printing) Art Paper – 130- GSM Gloss finish. Packing 50 calendars in one packet.	Approx. 60,000 Bank reserves the right to reduce or enhance in quantity.	Mounting up (Metallic) binding of good quality.

Details of Diary for the year 2019.

Sl. No.	Specification	Details	Details
01	Size	8.5" X 5.5"	9.5" X 7.5"
02	Paper	80 GSM century, Maphiltho paper, cover as per Bank's requirement	80 GSM century, Maphiltho paper, cover as per Bank's requirement
03	Quantity	5000 (Bank reserves the right to reduce or enhance in quantity.)	500 (Bank reserves the right to reduce or enhance in quantity.)
04	Binding	Hard Binding	Hard Binding
05	Design	As per Bank's requirement	As per Bank's requirement
06	Packing	5 in one packet	5 in one packet

Delivery Schedule – Within 30 days from the date of issue of Bank's order.
To be delivered at Regional Offices and Head Office, of Uttar Bihar Gramin Bank.

Please quote your rates including cost of paper, labour, composing, printing, transportation exclusive of GST.

TERMS & CONDITIONS:

Tender is valid for 60 days from the date of opening of tenders.

It may be noted that once the order is accepted, the successful tenderer will be bound to execute it within the period specified and no request for not executing the order on account of non-availability of paper or otherwise will be entertained. We shall not pay any advance to you against our order, if any, placed with you.

The rate should be quoted for the calendar as per the specifications mentioned in our enquiry. If after the calendars are delivered, it is discovered that the paper used was not exactly according to our specification/quality stipulated, such supply will be rejected at the suppliers' cost.

In case of failure/delays in supplies fully or partially the Bank is 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 the defaulting party.

Printed material must be properly delivered at our Offices mentioned above as per our instructions.

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 and also Bank reserves the right to reduce or enhance in quantity of Diary & Calendar.

Printers/Suppliers who do not deliver the calendars & 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 and payment from the bank and may be disqualified for further inquiries/entrustment of work.

The printers/suppliers will have to keep an earnest money deposit @2% of order value with the Bank by way of Demand Draft/Pay Order favouring "Uttar Bihar Gramin Bank" payable at Muzaffarpur to ensure timely and proper execution of the order. The amount paid by Demand draft/pay order at the time of submitting the tender will be treated as part of EMD and rest amount will be deposited @2% of order value before issuing the P.O. by Bank. The amount will be returned to the unsuccessful tenderer within a week from the date of opening the tenders and to the successful tenderer after final payments of the bills of calendars.

The Bank shall be entitled to split up increase or decrease 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.

Tenderer should submit the following in their Technical bid.

- (i) PAN card copy
- (ii) GST registration copy
- (iii) IT returns of last two years.
- (iv) Audited Balance Sheets of last 2 years.
- (v) Order copies for having supplied calendars & Diaries more than 10 lacs.
- (vi) Brief details of their firm.
- (vii) Sample of calendar & Diary should be enclosed.
- (viii) Experience in the business for the past 5 years.


General Manager