

**Details to be furnished for publishing the Tenders on bank's website**

1. Tender Title : Notice for inviting tenders for Printing of Annual Report 2013-14
2. Tender Ref. No. : \_\_\_\_\_ (to be filled by HO IT)
3. Product Category : Printing of Annual Report 2013-14
4. Sub Category : Notice for inviting tenders for Printing of Annual Report 2013-14
5. Tender Value : Rs.1.5 lacs Approx. EMD : Rs.5,000/- Document Cost – N.A.
6. Tender Type: Work Contract
7. Type of bidding : Two Bids(Technical and Financial)
8. Location : Banda
9. First Announcement Date : 17.05.2014
10. Last date of Document Collection:26.05.2014 3.00 PM
11. Last date of Submission : 26.05.2014 3.00 PM
12. Opening Date : Date 26.05.2014Time 3.30PM
13. Work Description : Notice for inviting tenders for Printing of Annual Report 2013-14
14. Pre-qualification : Reputed printer with sufficient work knowledge.
15. Pre Bid Meet : Nil
16. Contact Details Name: Shri Arun Kumar Agrawal,  
Senior Manager,  
Head Office  
Property Department,  
Civil Lines,  
Banda  
Telephone : 05192 220109 Fax: 05192 221463  
Email: prop.augb@gmail.com

**Notice for inviting tenders for Printing of Annual Report 2013-14**

Sealed tenders, for printing of approximately 1,000 copies of Bank's Annual Report, are invited from high quality offset printers in Uttar Pradesh, having two or more Offset Machines and sheet fed machines to print Banks Annual reports. It is a time bound high quality job and time is the essence of the tender

S. No.	Particulars	Specifications of Complete Annual Report
1.	Quantity	1000
2.	Size	Size 8.25"x 11.25"
3.	Pages	90 pages +/- 20 pages
4.	Cover Pages	4 Pages Colour Printing front/back
5.	Inside Pages printing (Tentative)	Remaining 50 pages four colour and 40 pages double colour other than cover pages
6.	Paper – Cover pages  Inside pages	300 Gsm Indian Art Paper with matt lamination inner pages 100 Gsm Art Paper
7.	Designing/Composing Cover design/Art work & Scanned Photographs on cover and back pages	1.Designing/Composing Cover design/Art work by the printer in consultation with Bank 2. 20 Photographs to be scanned on the cover pages. 3. Inside Pages to be typeset, planned and designed by the printer in consultation with Bank
8.	Proofing Proof of Annual Report	To be approved by respective departments within three days of handing over the printing material
9.	Binding	Perfect Binding
10.	Schedule	1000 copies to be completed within 8 days from the date of approval of the dummy copy
11.	Delivery	To be made at HO/ the mailer as per Bank's instructions
12.	Envelop	600 envelop on 120GSM Map Litho in double colour screen printing

Signature of Authorised Signatory with firms stamp

## **Notice for inviting tenders for Printing of Annual Report 2013-14**

### **Schedule of Tender:**

Date of submission of Technical Bid & Price bids : 26.05.2014; 3.00 p.m.

Date & Place of opening of Bids : 26.05.2014; 3.30 p.m. HO property Department,  
Civil Lines, D.M. Colony, Banda-210001

### **A).Terms & Conditions**

- i). Photos may increase from 20 photographs. No extra payment shall be made for extra photos.
- ii). No loading/unloading charges are payable by the bank.
- iii). Technical Bid to contain sample of paper to be used in the Annual Report in addition to other enclosures.
- iv) No variation in paper's grammage/quality will be permitted. Bank reserve the right to Check/Verify the specifications etc. of the paper supplied.
- v). The copies of Annual Report copies shall be supplied at the destination which will be informed in due course.
- vi) Rejected material, if any, against the supplies should be removed by the suppliers immediately within 24 hours failing which these will be disposed off by the Bank at the cost of supplier and no claim for the same shall be entertained. Bank will not be responsible in any respect in this regard.
- vii). The Bank has the exclusive right to allot the Printing and supply order to more than one printer as per its requirement in case of identical rates.
- viii) In case the tenderer/supplier fails to honour our order on rates quoted by him during the validity period, Bank has the exclusive right to forfeit the security deposit
- ix). Complete supply will be made within 8 days from the date of approval. In case of delay, without prejudice to the interest of the bank, penalty will be imposed as per following penalty clause:  
1 to 3 days delay 1% Penalty on the bill amount or on amount of remaining quantity  
4 to 7 days 2% Penalty on the bill amount or on amount of remaining quantity 8 to 10 days 5% Penalty on the bill amount of remaining quantity

### **B). Other Terms & Conditions:**

- Minimum eligibility criteria**
- i. The Printing Press should be in confirming area i.e. Uttar Pradesh
  - ii. To select good quality printer, the printer should have minimum **average turnover of 150 lac every year during the last three years i. e 2010-2011 , 2011-2012 and 2012-13** (latest CA Certified Financial Statements to be submitted along with turnover certificate from CA).
  - iii. Should have executed one similar work of Annual Report or executed two similar works during the last three each consecutive years i.e 2011,2012 and 2013.The proof thereof have to be enclosed with the Technical bid.
  - iv. System for colour separation under one roof owned by the printer and proof thereof to be submitted along with the Technical Bid. Apart from above, preference shall be given the printer having web printing with paper folding facility.
  - vi. Authorized representative of the printer with ID card or Authority letter may be present at the time of opening of tenders on the specified date and time.
  - v. Each paper enclosed in tender must be indexed and serially arranged with page numbers.

## **Notice for inviting tenders for Printing of Annual Report 2013-14**

### **2. Earnest Money Deposit and Security Deposit**

- I. The offer shall be accompanied by Earnest money deposit of Rs.5,000/- (Rupees five thousand only) by way of demand draft/pay order in favour of Allahabad UP Gramin Bank, Banda. Offer without EMD will be rejected.
- II. In case of venders who are unsuccessful in price bid, EMD shall be returned in due course.
- III. Draft of EMD shall be submitted alongwith Technical Bid.
- IV. The EMD/Security Deposit shall not earn any interest till it is refunded.

### **3. Price bid:**

- Price Bid to contain offers quoting the rates – As per Annexure-I.
- Rates should be quoted inclusive of all taxes, VAT, Cess, Excise Duty.
- L1 rates will be arrived on the total cost quoted.
- Bank may, at its discretion consider on merits and/or due to unavoidable circumstances, any request from the supplier for extension of the due date or change the quantity.
- Failure to supply wholly or partly, as per terms of order, non performance or non supply in time or supplying the materials which do not conform to the specification/quality prescribed or which is found defective, will entail enforcement of one or more of the following:
  - a. Cancellation of the order in part or full and forfeiture of EMD.
  - b. Recovery of extra cost, if any, incurred by the Bank in securing the materials from other sources, due to the defect/delay in execution over stipulated time or otherwise, by adjusting the EMD besides the Bank reserves rights to claim balance cost/ damages.

### **4. Defect Liability:**

The supplier is liable for inherent or printing defects in quality of paper, printing etc. observed at at later stage/date, though it might not be apparent or observed at the time of acceptance of stocks. In such an event, the supplier will have to replace the stock in part or full/ or compensate for the loss or inconvenience that might have already caused or might cause to the Bank on account of such defects or deviation from the Banks specifications.

The usual terms and conditions of the Bank, as may be in force from time to time, shall be applicable and in case of any dispute, decision of the our General Manager shall be final and binding on the supplier

Sealed quotations in one envelop containing, Technical Bid & Price Bids in Separate Envelops, must be sent to the General Manager, Allahabad UP Gramin Bank, Head Office, Banda 210001 in sealed cover and must be marked legibly on the top of the envelop “ Quotation for the Printing of Annual Report 2012-13” so as to reach us latest by 26.05.2014 by 3.00 p.m. Quotation will be opened on the same day at 3.30 p.m. The bidders may please be present at the time of opening of the bids at the scheduled time and venue. Sample of our previous Annual Report can be seen at our office during working hours at; Senior Manager (Property), Allahabad UP Gramin Bank, Head Office, D.M.Colony, Civil Lines, Banda 2100

**Notice for inviting tenders for Printing of Annual Report 2012-13**

**LIST OF ENCLOSURES:**

Annexure

- 1 EMD in shape of Draft Amounting to Rs.5,000/-
- 2 Technical Bid duly signed along with supported documents.
- 3 Sample of Paper duly signed
- 4 Price Bid

**DECLARATION**

I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected even at a later date, any future contract made between ourselves and the Bank on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.

I / We agree that the decision of Bank in selection of printer will be final and binding on me / us.

All the information furnished by me hereunder is correct to the best of my knowledge and belief.

I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

I / We agree that I / We have not applied in the name of sister concern for the subject tendering process.

Place :

Date :

SIGNATURE

NAME & DESIGNATION

SEAL OF ORGANISATION

Annexure-I

**PRICE BID FOR PRINTING OF BANK'S ANNUAL REPORT 2012-13**

Name of the Printing firm :		
Name of the Prop./ Partners/Director		
Name of the Prop./ Partners/Director Complete Address of the Printing Firm		
Telephone Nos.		
Mobile Nos.		
Sl No	Item	Rates Inclusive of all taxes and transportation etc.
1.	1000 Annual Reports i) Cover Pages-Four Colour : Rs. _____ per page per colour per 1000 including cost of Art paper, processing, plate making, printing & binding etc. ii) Text printing on 100 GSM Art Paper: Four colour iii) Text printing on 100 GSM Art Paper: Four colour  Rs. _____ per page for 1000 including cost of paper, processing, plate making, printing & binding etc.	
2.	600 envelop on 120GSM Map Litho in double colour screen printing	

We hereby agree to abide by the above declarations:

Place  
Date

Signature of Authorised Signatory  
with rubber stamp.