A L L A H A B A D UP GRAMIN B A N K

(H.O.: D.M. Colony,Civil Lines Banda– 21O OO1)

Website : www.allahabadgraminbank.in

Ref. No.: HO/PROP/FI/**011** ***Date: 07.10.2015***

TE NDER N OTI CE F OR B AN K' S FINANCIAL LITERACY PICTORIAL CALENDARS 2O16

Sealed Bids are invited from reputed printers from open market for printing and supply of Bank's Financial Literacy Pictorial Calendars strictly as per following terms, conditions and specifications in **Annexure – I**

1. The Bidders should have an annual turnover of Rs.1 Cr. In the last financial year, i.e. 2014-15 from the printing business only (Copy of Audited Financial Statement and VAT or Sales Tax Clearance Certificate for the year 2014-15 required to be submitted as proof) In case audit for 2014-15 is yet to be completed, Audited Financial Statements for 2013-14 along with a un-audited copy of financial statement for 2014-15 may be submitted.

2. The Bidders should have at least three years of experience in Calendar making (Copies of Orders or any other documents may be submitted as proof)

3. The Bidders must submit samples of their earlier work of Calendar making having printer's line showing their name.

4. The Bidders, must submit a refundable **PERFORMANCE GUARANTEE of Rs.25,OOO/-** (**Rupees Twenty Five thousand only**) for 90 days on Bank's format as decided later on, after their qualifying the bidding process (An undertaking must be submitted along with bids in this regard). On default in printing and supply the Calendars as per specifications within the scheduled period this Performance Security will be invoked.

5. The Bidders, should submit a refundable **BID SECURITY** of Rs. **25,OOO/-** (**Rupees Twenty Five thousand only**) in the form of **Demand Draft** in favour of "**Allahabad U.P. Garmin Bank, Head office-Banda**" payable at Banda issued by a scheduled Indian Bank or a
Foreign Bank located in India. On default to accept the work order on the rates quoted by the Bidder the Bid Security will be forfeited.

6. Bid should be submitted in sealed envelop superscribing the item name & quotation number.

7. Bid should contain Technical as well as Commercial **Bids, both in separate sealed envelops** duly superscribed for distinguishing.

8. Technical bid must contain following items as requisite:
    a. Copy of Audited Financial Statement and VAT or Sales Tax Clearance Certificate for the year 2014-15, (Terms as per SL. No.1 Tender Notice)
    b. Copies of orders or any other documents as proof,
    c. Samples of earlier work of calendar making having printer's line showing their name,
    d. Bid security as per Para 5 above.
    e. Sample of paper as per specification detailed in Annexure 1 (Sl. 2).

9. Commercial bid must contain rates only as requisite and nothing else. **The rate should be quoted including all taxes and charges.**

10. (i) Sealed quotations superscrbing the item name, Quotation Number and Date should reach H.O., Property Department at the above address within the stipulated date and time.

(ii) Bank reserves the right to reject any quotation in case of any deficiency/discrepancy in the bid without prior notice to the printers.

(iii) The Bidders or their representative may be present at the time of opening the tender.

(iv) Bank at its own discretion may modify its requirement or cancel the tender after giving prior notice to the vendors.

(v) After opening of quotations if the lowest bidder backs out then Bank may disqualify their name at its own discretion and forfeit the bid security.

(vi) The proof etc. should be got approved from Publicity Department before printing.

11. Penalties will be imposed for delayed supplied as per **Annexure – I (SL. 8)**

12. The deliveries of Bank's Financial Literacy Pictorial Calendars to be made at all R.O.'s and R.O. Banda and payment will be made only after full and final delivery of Calendars. No advance payment will be made before full and final delivery of the Calendars.

Ref: IOM dated 29.10.2015

Yours faithfully,

General Manager

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Annexure - I

Specification for Bank's Wall Calendar for the Year 2016

1	***Size***	*15.0" x 20"*
2	***Sheet***	*7 sheets,6 sheets both side printed & cover sheet only one side printed*
2	*Paper*	*100 GSM Art Paper of JK/Ballarpur Mill (Bidder should submit only one paper sample with Paper brand and company name)*
3	*Printing*	*Four Colour –Offset Printing from front & back side of every sheet as per specimen. Original specimen may be sent at our FI department,. Head Office. Major festivals/important dates/ "Tithis" like Full Moon, New Moon, "Ekadasi" are to be marked in bilingual at the bottom of dates as per specifications. Pictures, photos, slogan on each page has to be printed as per our specifications.*
4	*Binding*	*As per specimen, Tin strip at the top, hangers etc. quality will be same.*
5	*Capacity*	*7 (seven) sheets in one calendar*
6	*Quantity*	*1,00,000 (One Lakh Only)±25,000*
7	*Final Date of Delivery*	15th ***December, 2015***
8	*Penalty for Late Delivery*	*1% of delayed supplied quantities for 1st week & subsequent delay charge will be 2% of delayed quantities per week.*
9	*Last Date of Submission of Quotation*	***30.11.2015 before 2.00 p.m.***
10	*The Technical Bids will be Opened on*	***30.11.2015 At 3.00 P.M.***