

# ASSAM GRAMIN VIKASH BANK



HEAD OFFICE, G S Road, Bhangagarh, Guwahati-781005 (Assam)

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## NOTICE INVITING OFFERS FOR PRINTING OF DIARIES FOR 2019

REFERENCE NO. AGVB/P&D-CS/142/RFP-05/208-19 DATED 09.11.2018

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### CALENDER OF EVENTS

Sl. No	EVENT	DATE & TIME
1	Date of Issue of RFP	09.11.2018
2	Date of Submission	26.11.2018 upto 3.00 PM
3	Date of Opening of Technical Bid	26.11.2018 at 4.00 PM
4	Date of opening of Financial Bid	27.11.2018 at 4.00 PM

## NOTICE INVITING OFFERS for Printing of Diaries for 2019

Sealed quotations from eligible printers having good infrastructure and sufficient experience are invited for printing & supplying Diaries for 2019 as per the specifications and terms. The separate sealed cover marking “**Quotation Printing of Diaries for 2019**” must have to reach to **The General Manager, Assam Gramin Vikash Bank, Head Office, G.S. Road, Bhangagarh, Guwahati-781005 latest by 3.00 PM on 26<sup>th</sup> November 2018**

Tender Reference	<b>AGVB/P&amp;D-CS/142/RFP-05/208-19 DATED 09.11.2018</b>
Date of commencement of tender	<b>09.11.2018</b>
Last Date and Time and place for submission of bids	<b>26.11.2018 up to 3.00 pm. at P&amp;D and CS Dept., Assam Gramin Vikash Bank, Head Office, G.S. Road, Bhangagarh, Guwahati-781005</b>
Opening of Technical Bid	<b>26.11.2018 at 4:00 pm at P&amp;D and CS Dept., Assam Gramin Vikash Bank, Head Office, G.S. Road, Bhangagarh, Guwahati-781005</b>
Opening of Price Bid	<b>27.11.2018 at 4:00 pm at P&amp;D and CS Dept., Assam Gramin Vikash Bank, Head Office, G.S. Road, Bhangagarh, Guwahati-781005</b>
Earnest Money Deposit	<b>Rs. 10,000.00(Rupees Ten Thousand )only</b>

### Qualification Criteria:

#### Eligibility of the Vendor

- 1) The firms should have minimum 2 years of experience in the last five years in printing Diaries for PSBs/Financial Institutions/PSU/Govt. Offices/ Corporate Houses.
- 2) The bidder should have his/her own printing unit with colour Offset machines. List of machineries of his/her unit to be attached with his/her application.
- 3) The vendors must have full-fledged printing press and the relevant proof has to be provided with the quotation.
- 4) The printer should have the capability to print publications in English.
- 5) All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances.

- 6) E.M.D of Rs.10,000( Rupees Ten Thousand)only in the form of DD/PO in the name of “Assam Gramin Vikash Bank” payable at Guwahati. Any bids without the relevant EMD will be rejected. However EMD is waived for Micro and Small Enterprises as per Public Procurement Policy for Micro and Small Enterprises (MSE) of Govt. of India. A Xerox copy of the valid “Micro and Small Enterprises” Registration Certificate is to be enclosed in order to claim the exemption of  
EMD. NO INTEREST IS PAYABLE ON EMD AMOUNT

**Other Conditions:-**

- 1) The Diary to be printed will be of two types: (i) Executive Diary (ii) Medium size Diary
- 2) Quotation for all the items viz. (i) Executive Diary (ii) Medium size Diary should be quoted separately.
- 3) The Quotations will not be accepted beyond the **closing date and time**.
- 4) The eligible printer (L1) is required to provide a sum of 10% of the value of the order as Security Deposit, by way of Fixed Deposit with Assam Gramin Vikash Bank or a DD/Bank Guarantee of a Scheduled Commercial Bank within five days of receipt of our confirmation as to acceptance of rates/calling for security deposit. The FD or DD should be in favour of Assam Gramin Vikash Bank. Final orders will be placed on receipt of Security Deposit/Bank DD/Guarantee. For L1 the EMD deposited earlier will be converted as security deposit and balance of security deposit will have to be provided by the printer. Security Deposit of successful bidders would be returned within 30 days of successful completion of the entire order upon their request for refund in writing.
- 5) Bank reserves the right to levy ‘Late Delivery (LD) Charge’. In the event of delay in delivery, Bank will levy a LD charge of 1% per week of the work order for delay of each week or part thereof. In the event of part delivery, the LD charges will be levied on the un-delivered quantity.
- 6) The Bank reserves its absolute right in selection or canceling/annulling any ‘offer’ even after awarding the same, if it warranted to do so to protect/safeguard the corporate interest, without assigning any reason(s) or recourse to the printer.
- 7) The Bank reserves the right to change/alter any of the given terms & conditions to suit its corporate need during the period at its own discretion.
- 8) The cost per unit, tax applicable and total cost must be clearly mentioned which should be inclusive of all taxes etc.
- 9) There is two bid system i.e. “Technical Bid” and “Price Bid”. The printers have to submit their ‘Technical Bid’ with EMD in one sealed cover super scribing “Technical Bid”. The Price Bid has to be submitted in another sealed cover super scribed as “Price Bid”. The said two covers should be

put in a larger cover super scribed "Bid for Printing & Supply of Diaries for 2019".

- 10) The submitted tenders will be opened on **26th November 2018 at 4:00 PM** at **P&D and CS Dept.**, Assam Gramin Vikash Bank, Head Office, G.S. Road, Bhangagarh, Guwahati-781005 in presence of bidders / representatives of bidders. Any change in such schedule shall be intimated in advance.
- 11) Bank may require to increase the quantity in all the categories by approximately 15% (maximum) or decrease the quantity by approximately 15% (maximum) of the original requirement. The agency should have preparedness for the same also.
- 12) Failure to comply with the given terms and conditions of the 'Offer' once awarded to any firm, will be treated as breach of contract and will attract imposition of penalty/compensation, apart from forfeiture of the security deposit, upon the firm as per the decision of the Bank. In case the final product does not match the specifications, the quantum of penalty will be decided by the Bank based on the deviation from the specification and the loss incurred by the Bank.
- 13) If there are printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding, it will be rejected and shall have to be replaced immediately by the printer at his own cost.
- 14) The tenderer is required to sign with rubber stamps on each page of tender submitted.
- 15) Proof reading from print to print or from typewriting to print or from soft copy to print, shall have to be done by the printer at no extra cost.
- 16) Sample of above articles may be seen from the Department.
- 17) The delivery of printed items must be completed within 15 (Fifteen days) from the date of printing order (the stipulated period). Failure to deliver goods on time and also not meeting the specifications, will result in blacklisting (debaring) the vendor from participation in future activities of the Bank.

**TENDER OFFER COVER LETTER**

(On the letterhead of the vendor-part of technical bid)

Date:

Tender Reference No. \_\_\_\_\_

To

The General Manager  
Assam Gramin Vikash Bank  
Head Office, Bhangagarh  
Guwahati – 781005

Dear Sir,

Having examined the tender document, we the undersigned offer to supply and deliver \_\_\_\_\_ (Description of item and services) in conformity with the said tender document in accordance with the schedule of Prices attached in the commercial offer and made part of this tender.

If our offer is accepted, we undertake to abide by all the terms and conditions of the tender and our offer shall remain binding upon us and may be accepted by the Bank any time.

Until a formal contract is prepared and executed, this tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this \_\_\_\_ day of \_\_\_\_ 2018

Signature: \_\_\_\_\_ Official seal

In the capacity of: \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

\_\_\_\_\_

## **PART-A (I)**

(On the letterhead of the vendor- Technical Bid)

### **Details of the Vendor:**

Details filled in this form must be accompanied by sufficient documentary evidences, in order to verify the correctness of the information by the Bank.

<b>Sl. No.</b>	<b>Item</b>	<b>Details</b>
1	Name of Company/Firm/Proprietor	
2	Postal Address	
3	Telephone, Mobile and Fax numbers	
4	Constitution of the Company/Firm	
5	Name and designation of the person authorized to make commitments to United Bank of India	
6	Email Address	
7	Year of commencement of Business	
8	Name and address of the Bankers (mention account number and type)	
9	Sales Tax/VAT Number/GSTIN Number	
10	Permanent Account Number (PAN)	
11	Bank Draft/ Pay Order for Earnest money enclosed	YES/NO
12	Experience: Details of similar type of jobs done in last 5 years	

Signature:

Name & Designation:

Official Seal:

Place:

Date:

**PART-A (II) -(Technical Specification)**

(On the letterhead of the vendor)

**(RIGHT HAND PORTION OF THE TECHNICAL QUESTIONNAIRE TO BE FILLED BY THE TENDERER)**

**Printing and supply of Diaries for the year 2019**

**01. Executive Diaries:**

<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>SPECIFICATIONS AGREED BY THE VENDOR</b>
<b>Size</b>	10"(H) X 7"(W) (inside finished 9.75" X 6.75")	YES/NO
<b>Quantity</b>	350 Pcs	YES/NO
<b>Color</b>	Four (cover) & Two (inside Maps/information etc.) & white for rests	YES/NO
<b>Design</b>	Cover designs are to be developed by the selected printer <i>with no extra-cost</i>	YES/NO
<b>Pages</b>	380 (190 leaf-sheets)-one date one page count. Saturday and Sunday pages are to be clubbed in one page & Information in approx. 22 Leaf-sheets (maximum)	YES/NO
<b>Paper &amp; Page Marker</b>	80 GSM West Coast Map litho for inner pages. The first inner page which has ' With Best Compliment' printed on it, to be in 130 GSM glossy art paper	YES/NO
<b>Binding</b>	Hard-bound (1.5 Lbs wt. Board paper) The back of the front cover and back cover to be pasted with 90 GSM matching parchment paper	YES/NO
<b>Printing</b>	Offset printing in highest clarity standard in four color	YES/NO
<b>Packing</b>	Each Diary will be packed in <u>good quality hard four colour designed box with lamination (as approved by the Bank)</u> .The consignment for outstation centers have to be packed in such a way that there is no damage during transit.	YES/NO

<b>Other Charges</b>	Cost of Cover printing, packing, taxes & delivery charges are to be included in the Quotation	YES/NO
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**02. Medium Size Diaries:**

<b>PARTICULARS</b>	<b>SPECIFICATIONS</b>	<b>SPECIFICATIONS AGREED BY THE VENDOR</b>
<b>Size</b>	8.5" H X 5.5" W (inside finished 8.25" X 5.25")	YES/NO
<b>Quantity</b>	3,000 Pcs	YES/NO
<b>Color</b>	Four (cover) & Two (inside Maps/information etc.) & white for rests	YES/NO
<b>Design</b>	Cover designs are to be developed by the selected printer <i>with no extra-cost</i>	YES/NO
<b>Pages</b>	330 (165 leaf-sheets)-one date one page count. <i>Saturday and Sunday pages are to be clubbed in one Page</i> ; 24 leaf sheets for Information matters (maximum)	YES/NO
<b>Paper</b>	80 GSM West Coast Map litho. Design of inner pages to be decided by the Bank. The first inner page which has with Best Compliment' printed on it, to be in 130 GSM glossy art paper	YES/NO
<b>Binding</b>	Hard-bound (1.5 Lbs wt. Board paper) The back of the front cover and back cover to be pasted with 90 GSM matching parchment paper	YES/NO
<b>Printing</b>	Offset printing in highest clarity standard in four color	YES/NO
<b>Packing</b>	Each Diary will be machine wrapped in good quality transparent plastic cover. The consignment for outstation centers have to be packed in such a way that there is no damage during transit.	YES/NO
<b>Other Charges</b>	Cost of Cover printing, packing, taxes & delivery charges are to be included in the Quotation.	YES/NO



**PART-A (III) - (List of document to be included in Technical Bid Envelope)**

1. Copies of certificate/work order showing 2 years experience in the last 5 years of printing and supply of Diaries/Planners/Calendars to PSBs/Financial Institutions/PSU/Govt. Offices/ Corporate Houses
2. List of colour offset machineries of own unit
3. EMD of Rs.10,000.00( Rupees Ten Thousand) only in form of Demand Draft / Pay order in favour of United Bank of India
4. Tender offer cover letter
5. Details of Vendor in PART A (I)
6. PART A (II) Technical Specification
7. Copy of PAN Card
8. Copy of GST Registration Certificate

**PART-B - (Price Bid)** (On the  
letterhead of the vendor)

Sl. No	Item	Quantity	Unit Price	% of Tax Applicable	Total price/unit (including tax)	Quantity wise total cost (including tax)
01	Executive Diaries	350				
02	Medium Size Diaries	3000				

**Note:**

- **The rates (per unit and total cost) shall have to be clearly stated. In case, the cost quotation is silent on rate of taxes, the rates shall be treated as Inclusive of taxes**
- The prices quoted shall be inclusive of all type of taxes & Octroi
- The rate should include cost of printing, cost of paper, labour, delivery etc.
  - The TDS will be deducted as per rules at the time of payment
- Bank may require to increase the quantity in all the categories by approximately 15% (maximum) or decrease the quantity by approximately 15% (maximum) of the original requirement. The agency should have preparedness for the same also.

Signature:

Name & Designation:

Official Seal:

Place:

Date: