

UTTARBANGA KSHETRIYA GRAMIN BANK



Head Office
Coochbehar-736101

Tender Document

For

For Printing of Diary & Calendar 2021

Tender Issue Date : 14.11.2020

Tender Submission Date : 27.11.2020

Technical Opening Date : 30.11.2020

GAD/44/2020-21/183/Tender

Dated : 14-11-2020

The information provided by the bidders in response to this RFP will become the property of Uttarbanga Kshetriya Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.

Dear Sir/Madam

Printing and Supply of UBKGB Calendars and Diaries for the year 2021– Calling for Quotations

1. We propose to print Bank's calendars and diaries for the year 2021. Our requirement for the purpose would be 20,000 wall calendars, 600 Card calendars , 300 stand calendars and 1500 small diaries. We invite sealed quotations from eligible, reputed printers who have executed similar type of job for PSUs or RRBs earlier.

2. The general terms and conditions for execution of the work are given in Annexure I. The detailed specifications related to the printing of the calendars are given in Annexure II and specifications related to diaries are given in Annexure III. Quotations may be submitted in the prescribed format as given in Annexure IV & V. All the proposals will be graded on technical and financial parameters as specified in the annexures.

3. It will be necessary to submit the art work for our approval. Similarly, copies of the cover pages, monthly leaves, inside pages, etc. also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged, labelled for outstation dispatches/delivered at our Coochbehar Head Office , Coochbehar Regional Office , Jalpaiguri Regional Office , Siliguri Regional Office latest within 15 days after issuing the work order.

4. Tender shall contain the following:

(a) a copy of the tender document with a certificate issued by the printer accepting all the terms and conditions contained in the tender document

(b) Quotation Part -I -Technical Bid as in 'Proforma A,B,C,D ' of Annexure IV which shall be enclosed in a separate sealed envelope and superscribed as "Tender for Printing Calendars/Diaries 2021:Technical Bid"

(c) Quotation Part -II -Commercial Bid as in 'Proforma A , B , C , D' of Annexure V which shall be enclosed in a separate sealed envelope and superscribed as "Tender for Printing Calendars/Diaries 2021:Commercial Bid

(d) All the Dummy Diaries & Calendars and Sample Diaries & Calendars need to be provided with Technical Bid Envelope

5. Quotations, as per details given above (point no.4) may be submitted in sealed covers addressed to The General Manager(GAD), Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road , Coochbehar , Westbengal 736101 by 27 th November 2020 upto 5:00 PM.

6. Technical Bid Opening: On the basis of the given technical parameters and samples submitted and visits to inspect printing facilities, if considered necessary, the opened Technical Bids will be evaluated and shortlisted. Bidders who qualify in the Technical Bid will be allotted scores according to quality parameters as in Annexure VI. On a scale of 100, 50 marks have been allotted for Technical Bid. Financial/Commercial Bid Opening: The Financial/Commercial Bid of only those Printers who have been shortlisted and given scores as above will be opened. On a scale of 100, 50 marks have been allotted for Financial Bid. The combined scores of Technical and Financial Bids will determine the H1 (bidder with highest scores) and the work order will be given to the H1. Financial/Commercial Bids, which are not as per Proforma A,B,C,D or incomplete in any respect, shall be rejected summarily.

7. The tender should be submitted strictly as per the Proforma A, B , C, D , as in Annexure IV & V of the Tender Document. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of the Department.

8. It has been decided that only experienced printers with experience of having carried out bulk printing for reputed firms/Govt. organizations/Commercial Banks/RRBs etc. should be entrusted with the work. The printers are requested to submit sample diaries & Calendars along with Work Order produced by them in the last two years.

9. Dummy Diaries & Calendars as specified ANNEXURE II & III need to be printed and supplied for technical evolution.

10. The printer should have the capability to print publications in English , Hindi & Bengali. For this, the printer is required to have appropriate latest software and computer capability. The printer would also have to ensure that PC operators, adequately proficient in both Hindi and English, are available with them for speedy and timely completion of the work. Printers having prior experience of printing of similar work would be preferred.

11. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding shall be rejected and shall have to be replaced immediately by the printer at his own cost.

12. The Bank reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the Bank's decision in this regard shall be final.

13. We look forward to high quality work to be executed within a stipulated time schedule

Yours Faithfully

(K.Soni)
General Manager

Encl:Annexure

I: Printing and Distribution of Bank's Calendars and Diaries 2021 Annexure

II: Specifications for Calendars 2021 Annexure

III: Specifications for Diaries 2021 Annexure

IV: Proforma of Quotation: Technical Bid Annexure

V: Proforma of Quotation: Commercial Bid Annexure

VI: Technical Bid -Scoring Parameters

ANNEXURE I GENERAL TERMS AND CONDITIONS

Printing and Distribution of UBKGB Calendars and Diaries 2021

- i. An earnest money of Rs. 30000/- in form of Demand Draft in the name of Uttarbanga Kshetriya Gramin Bank payable at coochbehar needs to be submitted with the tender in an separate envelope. The earnest money will be forfeited if the tenderer wishes to withdraw during the process .
- ii. Sample calendar and diary should be approved before printing/manufacturing.
- iii. The order can be increased or reduced by 10% for supply at the quoted rate.
- iv. All calendars and diaries should be properly packed and dispatched and delivered latest within 15 days after receipt of final work order or as per our mailing instructions which will be made available in due course by the Bank. Penalty will be levied @10% of the order amount per week for delay .
- v. Specified number of calendars and diaries will have to be delivered to our Coochbehar Head Office , Coochbehar Regional Office , Jalpaiguri regional Office , Siliguri Regional Office at no extra cost.
- vi. No cost in respect of damage/mutilated calendars or diaries will be reimbursed.
- vii. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars and diaries of agreed quantity and specifications would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders

ANNEXURE II

SPECIFICATIONS FOR CALENDARS

(1) Wall Calendars –

- a. Quantity: 20000 Nos
- b. Dimensions : 20” (Width) x 30” (Height) size(Potrait) color printing
- c. Pages : 1
- d. Paper width: on 130 GSM
- e. Paper Quality: Glossy paper
- f. Design : Will be supplied by the bank
- g. Extra : upper and lower clip with hanging facility
- h. Bank Logo on top. 4 /5 Pics to be accommodated. January and February of 2022 calendar at bottom.
- i. Bengali dates to be given in small digits under the English dates along with the Bengali festivals but need not to mark holiday as per Bengali calendar.

(2) Glass Calendar/Table Calendar –

- a. Quantity: 600 Nos
- b. Dimensions : 16.5” (Width) x 10.5” (Height) size(Landscape) color printing
- c. Pages : 1
- d. Paper width: on 250 GSM
- e. Design : Will be supplied by the bank
- f. Paper Quality: Glossy paper
- g. Bank logo to be printed at the top along with new year wishes
- h. Upper half portion should contain the calender 2020 alongside holiday list
- i. Lower half should contain Ph nos of branches and regional offices.

(3) Table stand calendar

- a. Quantity: 300 Nos
- b. Dimensions : 8.5” (Width) x 5.5” (Height) size(Landscape) color printing
- c. Pages : 12 sheets + 1 Fly Leaflet
- d. Paper width: 250 GSM
- e. Paper Quality: Glossy paper
- f. Design : Will be supplied by the bank
- g. The bottom of the stand should contain the bank’s logo
- h. Each page should contain a picture and dates of the month along with holiday mark

ANNEXURE III
SPECIFICATIONS FOR DIARIES

- (1) Small diary –
 - (a) Quantity : 1500
 - (b) Page Dimensions : 8.5” (Height) x 5.5” (Width) 70 GSM Paper
 - (c) 1 pages of general information about our bank in 100 gsm glossy page printed on both side.
 - (d) 4 pages of Contact details along with the name of the directors in 100 gsm glossy paper printed on both side
 - (e) 1 pages both side printed regarding our product
 - (f) Personal Data –1 Page
 - (g) 1 page 2021 calendar with 3 month preceding of 2021 and 3 following month of 2021 along with the list of festivals of 2021.
 - (h) 1 page for road distance for major cities
 - (i) 1 page conversion table
 - (j) 3 page important STD codes
 - (k) 5 pages for noting Name , Address, Email & mobile no at the end of the diary
 - (l) Cover Material: 120 GSM matte. Logo, 2021, website and addresses of Uttarbanga Kshetriya Gramin Bank design to be provided by the bank.
 - (m) Binding with Kappa board–sections sewn, hard case binding and square spine with creasing
 - (n) Individual diary to be shrink-wrapped.

ANNEXURE IV

PROFORMA –A

Quotation Part I: Technical Bid– Wall Calendar 2021

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years(Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
6	Must be in profit Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 work orders and payments made there against for wall calendar(From PSU/Govt Dept)	
8	List of major clients during the last two years	
9	1-2 Samples of wall calendars and diaries printed by you in the past.	

@ Minimum Turnover needs to be ₹15.00 Lakh in a year.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)Seal of Company/firm

PROFORMA –B

Quotation Part I: Technical Card Calendar 2021

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover (₹ in Lakhs) in as per the Income Tax returns of last three years (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
6	Must Be in Profits after Tax in last three years (in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 work orders and payments made there against for Card Calendar (From PSU/Govt Dept)	
8	List of major clients during the last two years	
9	1-2 Samples of Card calendars printed by you in the past.	

@ Minimum Turnover needs to be ₹15.00 Lakh in a year.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm) Seal of Company/firm

PROFORMA –C

Quotation Part I: Technical Bid–Stand Calendar 2021

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
6	Must be in Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 work orders and payments made there against for Stand Calendar (From PSU/Govt Dept)	
8	List of major clients during the last two years	
9	1-2 Samples of stand calendars printed by you in the past.	

@ Minimum Turnover needs to be ₹15.00 Lakh in a year.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)Seal of Company/firm

PROFORMA –D

Quotation Part I: Technical Bid–Small Diary 2021

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
6	Must Be in Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2017-18: 2018-19: 2019-20: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 work orders and payments made there against for Small Diary	
8	List of major clients during the last two years	
9	1-2 Samples of diaries printed by you in the past.	

@ Minimum Turnover needs to be ₹15.00 Lakh in a year.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)Seal of Company/fi

ANNEXURE V

PROFORMA –A
Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank wall Calendars 2021

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Wall Calendars 2021	Cost of Printing 20,000 Calendars with specifications given in annexure II				

Delivery in Ho Coochbehar, Ro Coochbehar, Ro Jalpaiguri, Ro Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date:

PROFORMA –B
Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank Card Calender 2021

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Card Calender 2021	Cost of Printing 600 Card Calendars with specifications given in annexure II				

Delivery in Ho Coochbehar, Ro Coochbehar, Ro Jalpaiguri, Ro Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date:

PROFORMA –C
Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank Stand Calender 2021

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Stand Calender 2021	Cost of Printing 300 Stand Calendars with specifications given in annexure II				

Delivery in Ho Coochbehar, Ro Coochbehar, Ro Jalpaiguri, Ro Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date:

PROFORMA –D
Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank Small Diaries 2021

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Small Diaries 2021	Cost of Printing 1500 Small Diaries with specifications given in annexure II				

Delivery in Ho Coochbehar, Ro Coochbehar, Ro Jalpaiguri, Ro Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With name and seal of the firm)

Date

ANNEXURE VI

Technical Bid –Scoring Parameters

Printing of Bank's Calendar 2021

Sr. No	Details required/parameters on which Bidder will be scored	Maximum Marks
1	Sample calendars printed in the along with order (From PSU/Govt Dept)	20
2	Dummy UBKGB calendar 2020 as per specifications in Annexure II of this document	30
	TOTAL	50

Printing of Bank's Diary 2021

Sr. No	Details required/parameters on which Bidder will be scored	Maximum Marks
1	Sample Diaries printed in the along with order (From PSU/Govt Dept)	20
2	Dummy UBKGB calendar 2020 as per specifications in Annexure II of this document	30
	TOTAL	50

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely,.....do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised

Signatory Place:

(Name of company/firm)

Seal of Company/firm

CHECK LIST FOR SUBMISSION OF TENDER

Printing of Bank's Calendars and Diaries 2021

1. Technical Bid in Proforma–A

Annexure IV of the Tender Document duly filled along with attested copies of:

- 1.1 Attested copies of Certificate of Registration
- 1.2 Attested copies of Certificate GST Registration
- 1.3 Details of three latest orders of similar kind from PSB or RRB
- 1.4 Audited balance sheets & profit Loss account for 2017-18, 2018-19 and 2019-20: (provisional if accounts are yet to be finalised)
- 1.5 IT return
- 1.6 Samples of calendars/diaries printed by you in the past.
- 1.7 Dummy calendar/diary as per specifications

2. Financial/Commercial Bid as in Annexure V

Annexure V of the Tender Documents duly filled in.

3. Separate Cover for Earnest Money Deposit named as “EMD”.