



উত্তরবঙ্গ ক্ষেত্রীয় গ্রামীণ ব্যাঙ্ক  
उत्तरबंग क्षेत्रीय ग्रामीण बैंक  
**UTTARBANGA KSHETRIYA GRAMIN BANK**

শিববাড়ি রোড, কোচবিহার

(HEAD OFFICE)

Shib Bari Road, Coochbehar

A Govt. Owned Scheduled Bank Sponsored By Central Bank Of India

*Request for Proposal  
For  
Printing of Calendar 2025*

**Ref: GAD/49/2024-25/209/Tender/ Calendar  
Dated: 06-11-2024**

DATE OF ISSUE OF TENDER	06-11-2024
LAST DATE OF SUBMISSION OF TENDER	30-11-2024 up to 03:00 PM
DATE AND TIME OF OPENING TECHNICAL BID	30-11-2024, At 04:00 PM
DATE AND TIME OF OPENING FINANCIAL BID	To be announced subsequently after opening of technical offers

The information provided by the bidders in response to this RFP will become the property of Uttarbang 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.

**UTTAR BANGA KSHETRIYA GRAMIN BANK**

Shib Bari Road, opp. N.N.Park, PO & Dist- Cooch behar-736101

E-mail: gadho@rrbubk.gb.in

[www.ubk.gb.org](http://www.ubk.gb.org)

Printing and Supply of UBKGB Calendars for the year 2025 – Calling for Quotations

Dear Sir/Madam

1. We propose to print Bank's calendars for the year 2025. Our requirement for the purpose would be 22,600 wall calendars 2600 stand calendars. We invite sealed quotations from eligible, reputed printers who have executed similar type of job for PSUs, Banks 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. 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 and Siliguri Regional Office latest either within 15 days after issuing the work order or within 10 days of final approval of the artwork whichever is later.
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) Cover I -Technical Bid as in 'Proforma A & B' of Annexure IV which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Calendars 2025 : Technical Bid"
  - (c) Cover II -Commercial Bid as in 'Proforma A & B' of Annexure V which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Calendars 2025 : Financial Bid".
  - (d) The Tender Fee & EMD should be kept in a separate cover superscripting as "Tender Fee & EMD" and stapled with the envelope of Technical Bid.
  - (e) Envelope containing Technical Bid, Financial Bid, Tender Fee and EMD should be packed and sealed in one main envelope super scribed as "Tender for Printing of Calendar 2025".
5. Quotations, as per details given above (point no.4) may be submitted in sealed covers mentioning mail id & contact details of the firm, addressed to "The General Manager (GAD), Uttarbanga Kshetriya Gramin Bank, Head Office, Shib Bari Road, Coochbehar, West Bengal 736101" by 30<sup>th</sup> November 2024 up to 03:00 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 invited to attend opening of financial bid.
7. **Financial/Commercial Bid Opening:** The Financial/Commercial Bid of only those Printers will be opened who will be qualified as per technical parameters. Based on the rate quoted the lowest bidder of each category (i.e. Wall & Stand Calendar) will be awarded with the contract. Financial/Commercial Bids, which are not as per Proforma A & B or incomplete in any respect, shall be rejected summarily. *Preference will be given to the bidder who will submit, both of the proforma A & B.*
8. The tender should be submitted strictly as per the Proforma A & B as in Annexure IV & V of the Tender Document. ***Proforma should be either typed or written legibly in English. Alterations of information provided in the bid document, 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 Bank.
9. 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 bidders are requested to submit sample Calendars (at least one for each category) produced by them in the last two year.
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 Bengali, Hindi and English, are available with them for speedy and timely completion of the work.
11. Printers should have prior experience of printing of similar work for at least three previous years.

12. Bidder should not be blacklisted by any Central / State Government / Public Undertaking / Institute on any account. A declaration in this context should be submitted as per Annexure VII along with the technical bid.

13. Agency should have covered all statutory obligations like ESI, EPF, Labor License, GST and PAN and they should provide copies of the same.

14. Agency should have an active trade license. A copy of the same should be submitted along with the technical bid.

15. 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.

**16. 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.**

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

Yours Faithfully

(K.Soni)  
General Manager

Enclosures : Annexure I: Printing and Distribution of Bank's Calendars for the year 2025

Annexure II: Specifications for Calendars 2025

Annexure IV: Proforma of Quotation: Technical Bid

Annexure V: Proforma of Quotation: Financial Bid

Annexure VI: Certificate of Acceptance

Annexure VII: Certificate of Blacklisting

## ANNEXURE I

### GENERAL TERMS AND CONDITIONS

#### Printing and Distribution of UBKGB Calendars 2025

- i) **Tender Fee (Non Refundable):** ₹ 2,000/- (Rupees Two Thousand Only) in the form of DD / Pay Order in favor of Uttarbanga Kshetriya Gramin Bank payable at Coochbehar.
- ii) **Earnest Money Deposit:** An earnest money of ₹ 30,000/- (Rupees Thirty Thousand Only) should be in the form of Demand Draft of any scheduled commercial bank drawn in favor of the Uttarbanga Kshetriya Gramin Bank payable at Coochbehar. EMD shall not bare any interest.
- iii) The tenders received without the application fee / tender fee & EMD will be rejected. EMD of the bidder is liable for forfeiture as per the terms of the tender document in case of any default. The EMD shall bare no interest. The Tender Fee & EMD should be kept in a separate cover superscripting as “Tender Fee & EMD” and stapled with the envelope of Technical Bid.
- iv) The firm who are registered with National small Industries Corporation (NSIC)/OR MSME are exempted to submit the EMD (Copy of registration must be provide along with technical bid).
- v) The EMD will be refundable only on the non-acceptance of the offer by the Bank or on the satisfactory completion of work, if the work is assigned to the Bidder. The EMD will be forfeited for all other reasons including the non- acceptance on the part of Bidder to execute the job or noncompliance of Terms and Conditions of the RFP.
- vi) Sample calendar specifications will be approved before printing / manufacturing and the same should exactly match with the supplied copies.
- vii) The order can be increased or reduced by 10% for supply at the quoted rate.
- viii) All calendars 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. No extra time for finalization of the design, draft checking etc. will be provided. Penalty will be levied @ 2% of the order amount per day for delay.
- ix) Specified number of calendars will have to be delivered within stipulated time to our Coochbehar Head Office, Coochbehar Regional Office, Jalpaiguri regional Office, Siliguri Regional Office at no extra cost.
- x) No cost in respect of damage/mutilated calendars will be reimbursed.
- xi) Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars 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.
- xii) **Execution of work:**
  - a) Sub tendering of the printing job or any part thereof will not be permissible.
  - b) Copy of the proof of all the printing material should be presented well in advance for approval prior to final printing of the calendars.
  - c) If the work is not found to be of good quality and there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount, including forfeiture of the EMD.
- xiii) **Payment Terms:**
  - a) No advance payment will be made for executing the work order.
  - b) Payment would be made after the delivery of the calendars to the Bank specified location(s) and on production of producing supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill.
  - c) No interest or any other charges shall be payable except the rate quoted for the required number of copies.
  - d) No escalation in the rates will be accepted / entertained. Any fluctuation in number of pages will be paid as per the contract value per page.
  - e) Any dispute arising will be subject to the Jurisdiction of the Courts at Coochbehar.
- xiv) Tender offers received within the prescribed closing date and time will be opened in the presence of the Bidders or authorized representatives of the Bidders on the specified date and time as mentioned in the tender document. The Bidder's representatives has to carry an authorization letter issued by the bidder. In absence of representative(s) from any / all of the bidders bank will open the bids on the specified date, time & location at its own discretion.
- xv) The Bidder will be called for the opening of Commercial Bid only when they qualify in the Technical Bid.

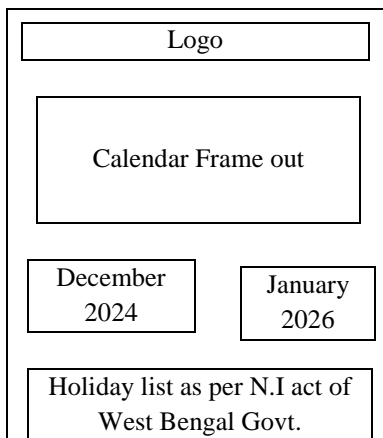
- xvi) All the documents / pages submitted by the bidder must be signed and rubber stamped by the authorized person of the firm.
- xvii) Bank reserves the right, at its discretion, to waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all bidders.
- xviii) **No Commitment to Accept Lowest or Any Tender:** Bank shall be under no obligation to accept the lowest or any of the offers received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reason whatsoever. Bank reserves the right to make any changes in the terms and conditions of purchase. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.
- xix) **Order Cancellation:** Bank reserves it's right to cancel the order in case of any qualitative (such as any discrepancy with the final approved sample etc.) and /or quantitative disputes in the printed calendars. Bank's decision regarding the disputes will be final which will be duly intimated within 21 days from the date of receipt of the order. In addition to the cancellation of release order, Bank reserves the right to appropriate the damages from the earnest money deposit (EMD) given by the Bidder.
- xx) **Bidders are advised to study the RFP / Tender carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP / Tender document with full understanding of its implications.**
- xxi) The clarifications / interpretations given by the Bank shall be final.
- xxii) **Relationship between the Parties:** "This RFP/tender document is on a Principal to Principal basis and does not create any employer - employee relationship. Nothing contained in this RFP or any subsequent agreement or otherwise shall be deemed to create any partnership, joint venture, employment or relationship of principal and agent, or master and servant between the parties hereto or any of their respective employees, affiliates, subsidiaries, related business entities, agents, contractors or subcontractors or to provide either party with any right, power or authority, whether express or implied, to create any duty or obligation on behalf of the other party."
- xxiii) **Force Majeure:** "Neither Party will be liable for any delay or failure to perform its obligations, if the delay or failure has resulted from circumstances beyond its reasonable control, including but not limited to, act of God or governmental act, epidemic, pandemic, flood, fire, and any other occurrence of the kind listed above, which is not reasonably within the control of the affected party. Each Party agrees to give to the other a fifteen (15) calendar days written notice as soon as reasonably possible on becoming aware of an event of force majeure and such notice shall contain details of the circumstances giving rise to the event of force majeure.  
If the event of force majeure continues for a period of more than 30 consecutive days then either party may have the option to terminate the work order upon written notice of such termination to the other party."
- xxiv) **Disclaimer:** This invitation document is neither an agreement nor an offer and is only an invitation by Bank to the interested Agency / Companies / firms / Printers for printing and supply of Wall & Stand calendars for the calendar year 2025 through submission of Bids/proposals. The purpose of this RFP is to provide the agency / Firm / Company dealing in printing of the calendars, to assist them in formulation of their proposals. Bank make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability and completeness of the information in this RFP document. Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its directors, officers, employees, contractors, representatives, agents and advisors disclaim all liability from any loss, claim, expense (including without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incidental thereto) or damage, (whether foreseeable or not) ("Losses") suffered by any person acting on or refraining from acting because of any presumption or information (whether oral or written and whether express or implied), including forecasts, statements, estimates or projections contained in this RFP document or conduct ancillary to it whether or not the losses arise in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of Bank or any of its directors, officers, employees, contractors, representatives, agents or advisors.

This RFP is not an offer by UBKG Bank, Coochbehar, but an invitation to receive a response from Firms/Organizations/agencies/Printers. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of the Bank with the agency.

## ANNEXURE II: SPECIFICATIONS FOR CALENDARS

### (1) Wall Calendars

- a. Quantity: 22,600 Nos
- b. Dimensions : 20” (Width) x 30” (Height) size (Portrait) color printing
- c. Pages : 1
- d. Paper width: on 150 GSM
- e. Paper Quality: Glossy paper
- f. Layout:

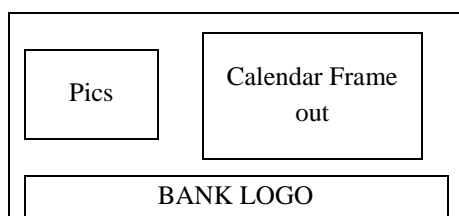


Calendar Frame out should contain the months of year 2025 along with all the dated days structured in weeks. i.e. Sunday to Saturday. Also accommodate 4-5 pictures in the structure.

- g. Extra : upper and lower clip with hanging facility
- h. 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. Holiday marking will be as per N.I act of West Bengal Govt.

### (2) Table stand calendar

- a. Quantity: 2600 Nos
- b. Dimensions : 8.5” (Width) x 5.5” (Height) size(Landscape) color printing
- c. Pages : 12 sheets printed on both sides + 1 Fly leaflet
- d. Paper width: 250 GSM
- e. Paper Quality: Glossy paper
- f. Layout:



Calendar Frame out should contain each month of year 2025 along with all the dated days structured in weeks. i.e. Sunday to Saturday

- i. Each page should contain a picture and dates of the month.
- j. 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. Holiday marking will be as per N.I act of West Bengal Govt.

***N.B :: Design hereby provided is not final. Final sample will be provided after tender approval.***

ANNEXURE IV  
PROFORMA –A

Quotation Part I: Technical Bid – Wall Calendar 2025

1	Company/Firm Name	
2	Registration Number	
3	PAN Card Number (enclose copy) Current GST Number (enclose copy of certificate)	
4	Trade License Number (enclose copy of certificate)	
5	Contact Details	
6	Mail ID	
7	Address for Communication:	
8	Annual Turnover(₹ in Lakhs) in as per the Income Tax returns / CA Certified of last three years(Copy attached)	2021-22: 2022-23: 2023-24: (provisional if accounts are yet to be finalized)
9	Must be in profit Profits after Tax in last three years (in Rupees Lakhs) @ as per CA Certified PL Statement (Copy attached)	2021-22: 2022-23: 2023-24: (provisional if accounts are yet to be finalized)
10	Contract amount of at least previous 3 work orders and payments made there against for wall calendar	
11	List of major clients during the last two years	
12	1-2 Samples of wall calendars printed by you in the past.	
13	Account Details	A/C No: IFSC Code: Bank: Branch:

\* Minimum Turnover needs to be ₹ 15.00 Lakh in a year. Certified that the above particulars are true.

Date:

Signature of Authorized Signatory

Place:

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

PROFORMA –B

Quotation Part I: Technical Bid – Stand Calendar 2025

1	Company/Firm Name	
2	Registration Number	
3	PAN Card Number (enclose copy) Current GST Number (enclose copy of certificate)	
4	Trade License Number (enclose copy of certificate)	
5	Contact Details	
6	Mail ID	
7	Address for Communication along with mail id:	
8	Annual Turnover (₹in Lakhs) in as per the Income Tax returns / CA Certified of last three years(Copy attached)	2021-22: 2022-23: 2023-24: (provisional if accounts are yet to be finalized)
9	Must be in profit Profits after Tax in last three years(in Rupees Lakhs) @ as per CA Certified PL Statement (Copy attached)	2021-22: 2022-23: 2023-24: (provisional if accounts are yet to be finalized)
10	Contract amount of at least previous 3 work orders and payments made there against for Stand Calendar	
11	List of major clients during the last two years	
12	1-2 Samples of stand calendars printed by you in the past.	
13	Account Details	A/C No: IFSC Code: Bank: Branch:

@ Minimum Turnover needs to be ₹15.00 Lakh in a year. Certified that the above

particulars are true.

Date:

Signature of Authorized Signatory

Place:

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



ANNEXURE V

PROFORMA –A

Quotation Part II: Financial Bid for Wall Calendar

Printing of Uttarbanga Kshetriya Gramin Bank wall Calendars 2025

Type	Item#	Unit Cost (exclusive of GST)	Cost	GST	Total Cost
Wall Calendars 2025	Cost of Printing 22,600 Nos Calendars with specifications given in annexure II				

**#N.B : Count may vary up to  $\pm 10\%$  while giving the Work order to successful bidder.**

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 for Stand Calendars

Printing of Uttarbanga Kshetriya Gramin Bank Stand Calendar 2025

Type	Item#	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Stand Calendar 2025	Cost of Printing 2600 Nos. Stand Calendars with specifications given in annexure II				

*#N.B : Count may vary up to  $\pm 10\%$  while giving the Work order to successful bidder.*

Delivery in HO Coochbehar, RO Coochbehar, RO Jalpaiguri, RO Siliguri will have no extra cost as per condition IX 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

**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 Authorized

Signatory Place:

(Name of company/firm)

Seal of Company/firm

ANNEXURE VII

**CERTIFICATE OF BLACKLISTING & NON-BLACKLISTING**

(To be submitted on letter head of the company / firm / Agency)

I/We hereby certify that the above company/ firm/ Agency has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I / we also certify that company / firm/ Agency has supplied the items/ man power as per the specification/ eligibility given by the respective Institution and also abide all the terms & conditions stipulated in tender.

I we also certify that the information given in bid is true and correct in all aspects and in case at a later date it is found that any details provided are false and incorrect, than any contract given to my /our company /firm / agency or participation may be summarily terminated at any stage . The company / firm / Agency may be blacklisted and may initiate action against the bidder/ agency as per TENDER rules.

Date:	Name	:
Place:	Business Address	:
	Signature of Bidder	:
	Seal of the Bidder	:

Signature of the bidder with seal

CHECK LIST FOR SUBMISSION OF TENDER

Printing of Bank's Calendars 2025

1. Technical Bid in Proforma – A (Cover 1)

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

- i) Certificate of Registration [Y / N]
- ii) Copy of PAN Card [Y / N]
- iii) Certificate of GST registration [Y / N]
- iv) Trade License [Y / N]
- v) Details of three latest orders of similar kind from PSU or PSB or RRB [Y / N]
- vi) Audited / CA certified balance sheets for 2021-22, 2022-23 & 2023-24 (provisional if accounts are yet to be finalized) [Y / N]
- vii) Duly filled Annexure VI & Annexure VII [Y / N]
- viii) IT return for 2021-22, 2022-23 & 2023-24. [Y / N]
- ix) Copy of Audited / CA Certified Profit & Loss account for 2021-22, 2022-23 & 2023-24 (provisional if accounts are yet to be finalized) [Y / N]
- x) Samples of calendars printed by you in the past. [Y / N]
- xi) Dummy calendar as per specifications [Y / N]

2. Financial/Commercial Bid as in Annexure V of the Tender Documents duly filled in. (Cover II) [Y / N]

3. Separate Cover for Tender Fee & Earnest Money Deposit named as “Tender Fee & EMD”. [Y / N]

Date:

Signature of Authorized

Signatory Place:

(Name of company/firm)

Seal of Company/firm