

NOTICE INVITING TENDERS (NIT)::NO.P & D/01/2022-23 Dated: 21.05.2022

NAME OF THE WORK:: PRINTING AND SUPPLY OF BOOKS,FORMS AND STATIONERY

Sealed tenders are invited for the above mentioned work from different printing press/Vendors.

1	Name of the work	Printing and Supply of Books,Forms and Stationery
2	Tender Details	Tender details (Quantity, Paper Size, Paper GSM, Packing details, and other terms and conditions attached)
3	Time and last date of submission of tender	Up to 4.00 p.m. on 27.05.2022
4	Place & address for submission of tender	General Manager Saptagiri Grameena Bank (SGB) Head Office, D no 19-565/11, 3 rd floor, Sai yashus Opp. Sri venkateswra theater, Vellore Road. Chittoor-517002.
5	Date, Time and place of opening tenders (Tech.Bid & Price Bid)	Technical Bid on 30.05.2022 @ 5.00 pm. Price Bid on 30.05.2022 @ 5.30 pm. (Tentative only)
6	In case of any query contact person details	Mr. K R K Paramahamsa reddy (7386118308) Asst. Manager (P & D Dept) Mr. Hanuma kumar (8886644238) Asst. Manager (P & D Dept) Saptagiri Grameena Bank, Head Office, D no 19-565/11, 3 rd floor, Sai yashus Opp. Sri venkateswra theater, Vellore Road. Chittoor-517002.Email Id: development@sgbank.in
7	Validity period of the tender	90 days from the date of opening of the tender
8	Mode of payment	Payment will be made through electronic mode only

Tender procedure for Submission:

Sealed envelope to be placed in a single cover (sealed) and super scribed as **“Tender for Printing and Supply of Books, Forms and stationery”**. The sealed envelope should be dropped in the tender box placed in the office before the tender due date and time. Those who send the tender documents by post, have to ensure that the documents reach the office on or before the prescribed time and date. The Bank will not take any responsibility under any circumstances for courier/postal delays, if any.



ENEVELOPE 'A':

This envelope should contain Technical Bid

- Annexure I : Letter of transmittal
- Annexure II : Profile
- Annexure III : Declaration
- Copy of PAN Card and GST number of the company

And super scribed as **"Technical Bid for Printing and Supply of Books, Forms and stationery"**

ENEVELOPE 'B':

Financial Bid should contain the rates quoted for each item listed in the Financial Bid sheet.

L1 bidder will be selected for each items/forms based on the price quoted.

The price quoted should be inclusive of designing charges, packing charges, transport charges, and applicable taxes.

The bid should contain the rate per unit in the prescribed format with proper signature of authorized person. Prices should be given in INR in both figures and words.

Eligibility Criteria for Bidders:

The Printer should be in the industry with proven/successful track record for not less than 3 years as on 31.03.2022.

The printer bidding for **Stationery forms** during the last 3 years should have printed stationery forms as mentioned below:

The printing vendor must have at least 3 years work experience in printing Books, Forms and Stationery items for various organizations.

Average annual financial turnover during the last three years ending 31.03.2022 should be Rs.10 lakhs and above.

The bidder must have valid PAN No. and GST No. Photocopy of PAN Card of the Company / Firm and GST certificate should be submitted with bids.

The tenderer has not been blacklisted by any Government / Government Agency / Banks / Financial Institutions in India in the past. Self-declaration to that effect should be submitted along with technical bid.



Terms and conditions:

- The bidder has to submit the relevant & readable documents completely duly signed.
- SGB reserves the right to accept or reject any or all the tenders in part or on full or may cancel the tender, without assigning any reason thereof.
- SGB reserves the right to relax/amend/withdraw any of the terms and conditions contained in the tender document without assigning any reason thereof.
- SGB reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- The technical bid will be opened first. The price bids of the printing vendors whose technical bids are found correct and in order, will only be opened on designated day.
- Bids which are late/vague/conditional/incomplete/sent by fax/sent by email not confirming to the laid down procedure in any respect will be rejected.
- In case of differences arising in the terms and conditions of the tender documents with the term(s), the decision of the SGB shall prevail
- SGB reserves the right to cancel or postpone the tenders at any stage without assigning any reason.
- The tenders should strictly conform and paper sample to be enclosed as per given specifications.
- The entire work of printing of Stationery forms should be made as per the preference and priority of the Bank. The entire work should be carried out in coordination with the Bank and the Bank officials should be allowed to visit the factory/printing press/units/offices to inspect/supervise/monitor the progress for speedy completion of work.
- No advance payment will be made.
- Payment will be made after the job is completed to the complete satisfaction of the Bank and after handing over of all the Stationery forms to the Bank's stationery centers as per Bank's instructions and on receipt of bills. PAN No. and GST Registration Number should be mentioned clearly on the bills.
- Income Tax and other statutory levies, at the rates applicable from time to time shall be deducted at source.
- Any other relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.
- The Stationery forms after printing and complete in every respect should be packed as per Bank's instructions and delivered to the respective **5 Stationery Centers (4 Regional Office and Head Office)** at their own cost within the stipulated time.



- Paper quality should be maintained strictly as per specifications. The bank has the right to reject the entire quantity if the material supplied is not as per specifications. Bank also reserves the right to accept the consignment and levy penalty as per its discretions if the quality of the paper is not as per specification.
- Printers should take the responsibility to design the content of the Stationery forms.
- The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- Submission of a tender by a tenderer implies that the tenderer has read this notice and other documents and has made himself aware of the scope, specifications and duties bearing on the execution of the job.


GENERAL MANAGER





PRICE BID FOR PRINTING AND SUPPLY OF STATIONERY ITEMS

FINANCIAL BID SHEET

Sl. No	Item Description	Type	Specification	Size	Required quantity	Unit Cost (in Rs.)	GST/IGST (in Rs.)	Total Cost (in Rs.)
1	Staff Movement Register (SMR)	Register	Grade A 70 GSM, White map litho paper, total 200 Pages(original Duplicate with perforation), Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw boardmarble Cover and corner with calico stiff core binding & label with "STAFF MOVEMENT REGISTER" Branch Name _____ From _____ to _____	½ FC	183			
2	RD/VRD Cards with plastic cover	Card	10.1 kg seshasayee board, No of pages2, printing offset with bank logo front and back, 100 cards tied with rubber band. Printing as per specimen, every card to be placed in plastic cover as per specimen	17.50*13.5 Cm	10000			
3	SB Pass books F-208	Book	Grade A 170 GSM art paper for cover both side pages Grade A 90 GSM white map litho paper for inner sheets 20 page printing. 100 books tied with thread packed in one paper pack	3 ¼*7.5 inches	273950			
4	Insurance register	Register	Grade A 70 GSM, white map litho paper , total 200 page (100 folios), Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Insurance Register" Branch Name _____ From _____ to _____	¼ demy	179			
5	Cash Balance Register	Register	Grade A 70 GSM, Azurlaid west coast paper , total 300 Pages per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Cash Balance Book" Branch Name _____ From _____ to _____	¼ demy	169			
6	Key Movement register	Register	Grade A 70 GSM, Azur laid west coast paper , total 200 Pages per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Key Movement Register" Branch Name _____ From _____ to _____	1/8 FC	165			
7	Letter Inward register	Register	Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw boardmarble Cover and corner with calico stiff core binding & label with "Letter Inward register" Branch Name _____ From _____ to _____	FC	79			
8	Letter Dispatch register	Register	Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw boardmarble Cover and corner with calico stiff core binding & label with "Letter Inward register" Branch Name _____ From _____ to _____	FC	149			



9	Attendance Register	Register	Grade A 70 GSM, Azur laid west coast paper , total 36 folios + 2 sides extra per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Attendance Register" Branch Name From _____ to _____	FC	225			
10	Cheque returned register	Register	Grade A 70 GSM, Azur laid west coast paper , total 100 folios per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Cheque Returned Register" Branch Name From _____ to _____	½ FC	159			
11	Nomination register (Deposits)	Register	Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw boardmarble Cover and corner with calico stiff core binding & label with " Nomination Register (Deposits)" Branch Name From _____ to _____	¼ demy	214			
12	JL Advance register	Register	Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw boardmarble Cover and corner with calico stiff core binding & label with " JL Advance Register" Branch Name From _____ to _____	FC	214			
13	Proposals Received / Disposed register	Register	Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw boardmarble Cover and corner with calico stiff core binding & label with" Proposals Received/Disposed Register Branch Name From _____ to _____	FC	229			
14	JL Control Register	Register	Grade A 70 GSM, White map litho paper, total 200 Pages+ 2 sides extra per register, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Jewel control Register" Branch Name From _____ to _____	FC	440			
15	Cash Control register	Register	Grade A 70 GSM, White map litho paper, total 300 pages per register, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Cash Control Register" Branch Name From _____ to _____	FC	60			
16	DER	Register	Grade A 70 GSM, Azur laid west coast paper , total 200 pages + 2 sides extra per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Document Execution Register" Branch Name From _____ to _____	¼ demy	295			
17	BP/CBC/IBC Register	Register	Grade A 70 GSM, White map litho paper, total 100 Folios (200 Pages) per register, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Bills Register (OBC/BP)" Branch Name	FC	229			



			From _____ to _____					
18	Locker rent Register	Register	Grade A 70 GSM, Azur laid west coast paper , total 300 pages per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Locker Register" Branch Name	FC	229			
19	Locker applications	Form	Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	7500			
20	Locker Agreements	Form	Grade A 70 GSM, west coast azure laid, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing.100 forms tied with paper belt	A4	19000			
21	KCC applications	Form	Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	51000			
22	KCC Annexure	Form	Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	55000			
23	AP 1[3] KCC Renewal form	Form	Grade A 70 GSM white Map litho paper, total 2 pages, printing in 1 page -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	92500			
24	AP 16 Application for JL	Form	Grade A 70 GSM, white map litho paper, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	352000			
25	Jewel loan appraiser forms	Form	Grade A 70 GSM, white map litho paper, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	352000			
26	KCC Gold Loan plus Applications	Form	Grade A 70 GSM, white map litho paper, printing in 4 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	18000			
27	F 178 A & L Pads	Pad	Grade A 70 GSM, white map litho paper, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms in one pad, binding: bottom ½ lb straw board and top brown flap	A4	440			
28	R 179 Credit report pads	Pad	Grade A 70 GSM, white map litho paper, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms in one pad, binding: bottom ½ lb straw board and top brown flop	A4	300			
29	F 210 JL identity cards (Red and yellow)	card	160 GSM seshasayee board, Size 1*20 as per specimen, Printing as per specimen off set with bank logo front and back, matter as per specimen, perforation and HILIT (RIVIT), packing every 100 cards tied with rubber band.	1*20	370000 cards (270000yellow cards and 100000 pink cards)			
30	D1 single DPN Pads	Pad	Grade A 70 GSM, west coast azure laid, total 1 pages, printing in 1 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	¼ FC	300			



31	D 57 Letter of guarantee forms	Form	Grade A 70 GSM west coast azure laid, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	55000			
32	D-68 (Agreement for hypothecation of crops) (English)	Form	Grade A 80 GSM west coast azure laid, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing. 100 forms tied with rubber bands two sides	A4	51000			
33	D 11 AOD pads	Pad	Grade A 80 GSM, west coast azure laid, total 2 pages, printing in 2 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	A4	850			
34	F 192 PAY IN SLIP (White) pads	book	Grade A 70 GSM White Map litho paper - 100 leaves in each book Front & Back printing - Binding: Top and bottom covered with brown sheet -Perforation to be done for counterfoil	1/8 demy	31000			
35	F 192 PAY IN SLIP (Pink) pads	book	Grade A 70 GSM pink Map litho paper - 100 leaves in each book Front & Back printing - Binding: Top and bottom covered with brown sheet -Perforation to be done for counterfoil	1/8 demy	25000			
36	F 197 Withdrawal slip pads	book	Grade A 70 GSM White Map litho paper - Front & Back printing, offset with yellow color and logo, serial number printing - every 100 leaves in one book Top and bottom covered with brown sheet	1/12 demy	34000			
37	CIF Forms	Form	Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing - every 1000 forms tied with plastic thread as bundle	A4	191500			
38	ADD On Forms	Form	Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing - every 1000 forms tied with plastic thread as bundle	A4	200500			
39	F 194 Voucher pads	Pad	Grade A 70 GSM, white map litho paper, printing in 1 page, offset with bank logo one side as per specimen, size as per specimen, 100 forms in each pad, Binding- top and bottom with brown paper. packing - every 20 pads tied with plastic thread	19*11 Cm	33000			
40	F 11 Cash denomination slip pads	Pad	Grade A 70 GSM, white map litho paper, printing in 1 side, offset with bank logo one side as per specimen, size as per specimen, 200 forms in each pad, Binding- top and bottom with brown paper, packing - every 20 pads tied with plastic thread	16*5.5 Cm	2500			
41	RIP Covers	Cover	Specifications and printing as per specimen matter may vary	25*17.2 Cm	71000			



42	LAD Identity cards	Card	10.1 Kg Seshasayee board (Green color), printing 1 side off set with bank logo, every 50 cards tied with rubber band	10*7 cm	6000		
43	D2 DPN [j/s] Pads	Pad	Grade A 70 GSM, west coast azure laid, total 1 pages, printing in 1 pages -offset with bank logo printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	A4	340		
44	Cheque book issued register	Register	Grade A 70 GSM, Azur laid west coast paper , total 100 folios per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Cheque book issued Register" Branch Name _____ From _____ to _____	½ FC	150		
45	D 36 Medium term loan agreements	Forms	Grade A 70 GSM, west coast azure laid, No of pages 8, printing offset with bank logo front and back, 100 forms tied with paper belt two sides.	A4	1000		
46	SHG Books	Book	Paper, Printing, Size, binding as per specimen, Packing- every 50 books tied with plastic thread.	A4	33400		
47	OBC Pads	Pad	Grade A 70 GSM, white map litho paper, printing in 1 pages, offset with bank logo every 200 forms in pad, Binding: bottom ½ lb straw board and top brown flop side cloth binding.	18 * 10.5 Cm	460		
48	Cheque return memo pads	Pad	Grade A 70 GSM, white map litho paper, printing in 1 pages, offset with bank logo, every 100 forms in pad, Binding: bottom ½ lb straw board and top brown flop	10.5*15 Cm	460		
49	D-101 Agreements	Form	Grade A 70 GSM west coast azure laid, total 8 pages, printing In 8 pages -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	25000		
50	Loan sanction forms	Form	Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	93000		
51	F-164/164A forms	Form	Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	42000		
52	D-96 Housing loan agreement	Form	Grade A 70 GSM west coast azure laid, total 4 pages, printing In 4 pages -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	1600		



53	F-189 Form for details of family members of borrower and guarantor	Form	Grade A 70 GSM, white map litho paper, total 2 pages ,printing in 1 page, offset with bank logo back and back as per specimen, 100 forms tided with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	60000			
54	F-172 Declaration by the borrower on details of relatives	Form	Grade A 70 GSM, white map litho paper, total 2 pages ,printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tided with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	60000			
55	SRBJL Declaration forms	Form	Grade A 70 GSM, white map litho paper, total 2 pages ,printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tided with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	400000			

I/We accept the terms and conditions detailed in the tender document and agree to abide by them

Date:

Signature of the tenderer

LETTER OF TRANSMITTAL

(On Company / firm's Letter head)

To

The General Manager,
Saptagiri Grameena Bank ,
D no 19-565/11, 3rd floor, Sai yashus
Opp. Sri venkateswra theater, Vellore Road.
Chittoor-517002.

Sub: Tender for printing and supply of Stationery forms for Saptagiri Grameena Bank -reg

Sir,

Having examined the details given in Website-Notice for the above work, I / We hereby submit the documents (downloaded from the website) and other relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary and have no further pertinent information to supply.
3. I / We also authorize Officials of Saptagiri Grameena Bank to approach individuals, employers, firms and corporates to verify and ascertain our competence and general reputation.
4. I / We also submit prescribed declaration in respect of downloaded Tender Document.
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.

SL No	Name of Work	Certificate from

Enclosures:

Date of submission

Signature and seal of the tenderer

PROFILE

(On Company / firm's Letter head)

PARTICULARS	DETAILS	
Name & Address of the Printer		
Name of the Contact Person		
Contact No.1		
Contact No.2		
Landline		
Fax		
Email		
Constitution		
GST Number		
PAN Number		
Availability of adequate Infrastructure /Machineries to execute the jobs (enclose list of machinery with Specifications)		
Experience in the Printing field as on 31.03.22(Minimum three years compulsory)		
Turnover (Financial year)	2019-20	
	2020-21	
	2021-22	

We declare that there are no child labors engaged in our Organization / Company / Firm.

I/We hereby confirm that the above particulars furnished by me/us are true to the best of my/our knowledge. In case the information furnished by me/us is found to be incorrect, Bank has the right to take suitable action against me/us as deemed fit.

Place:
Date:

Signature and seal of the tenderer

DECLARATION

(On Company / firm's Letter head)

It is to certify that:

1. I / We have submitted the Tender Document in the proforma as **downloaded directly from the website & there is no change in format.**
2. I / We have submitted Tender Document which is **same** as available in the website.
3. I / We have **not made any modification / corrections / additions etc** in the Tender Document downloaded from the website by me / us.
4. I / We have **agreed to print and supply the required stationery items** to all the Stationery centres at **the price quoted by me/us .**
5. I / We have **signed (with seal) all the pages** of the Tender Document before submitting the same.
6. I / We have **sealed** the Tender Document properly before submitting the same.
7. We have read carefully & understood the instructions in the Tender Document.
8. In case at any stage later, it is found that there is difference in our downloaded Tender Document from the original, Saptagiri Grameena Bank shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Date:

Signature and seal of the tenderer