

**NOTICE INVITING TENDERS (NIT)::NO.FIPD/01/2021-22 Dated: 29.07.2021**

**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 05.08.2021
4	Place & address for submission of tender	<b>General Manager</b> Saptagiri Grameena Bank (SGB) Head Office, P.B. No:17, Naidu Buildings, CHITTOOR-517001 (AP)
5	Date, Time and place of opening tenders (Tech.Bid & Price Bid)	Technical Bid on 05.08.2021 @ 5.00 pm. Price Bid on 05.08.2021 @ 5.30 pm.
6	In case of any query contact person details	Mr. K R K Paramahamsa reddy (7386118308) Asst. Manager (FIPD) Mr. Hanuma kumar (8886644238) Asst. Manager (FIPD) Saptagiri Grameena Bank, Head Office, P.B. No:17, Naidu Buildings, CHITTOOR-517001 (AP) 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 31.03.2021.

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 31.03.2021 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.



2



**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.

  
CHAIRMAN









**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.)	Tax (in Rs.)	Total Cost(in Rs.)
1	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	55000 Forms			
2	D-57 (Agreement of Guarantee) (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 paper belt	A4	55000 Forms			
3	KCC Application (Telugu, English)	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 Forms			
4	KCC Annexure (Telugu, English)	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	35000 Forms			
5	KCC Renewal form (Telugu, English)	Form	Grade A 70 GSM white Map litho paper, total 2 pages, <u>printing in 1 page</u> -offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	80000 forms			
6	Pay-in-Slips (white) F-192 (Each book contains 100 leaves)	Book	Grade A 70 GSM White Map litho paper - every 100 leaves side cloth binding - Front & Back printing - Top and bottom covered with brown sheet - <b>Perforation to be done for counterfoil</b>	1/8 demy	30000 books			
7	Withdrawal slip F-197(Each book contains 100 leaves)	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	30000 books			
8	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 1/2*7.5 inches	240000 books			

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**

**Annexure – I**

(On Company / firm's Letter head)

To

The General Manager  
Saptagiri Grameena Bank ,  
Head Office  
P B No 17, Naidu Buildings,  
Chittoor- 517001

**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 31.03.21(Minimum three years compulsory)		
Turnover (Financial year)	2018-19	
	2019-20	
	2020-21	

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