

**UTKAL GRAMEEN BANK**  
**HEAD OFFICE, CLUB PARA,**  
**BOLANGIR-767 001**  
**INVITATION OF SEALED TENDER / QUOTATION FOR**  
**PRINTING OF WALL DATE CALENDAR-2021**

12/11/2020

Utkal Grameen Bank (A Regional Rural Bank sponsored by State Bank of India) having its Head Office at Bolangir (Odisha) invites applications from intending reputed and experienced Printers engaged in large scale printing works for printing and supply of multi-colour wall date calendar for 2021 and delivery of the same at our eight Regional Offices located at Sambalpur, Bargarh, Bolangir, Rayagada, Bhawanipatna, Jeypore, Phulbani & Berhampur in Odisha and also at Head Office, Bolangir.

**TECHNICAL BID**

- The Printer must have GST number and must be Income Tax Assesses. Copy of PAN Card, income tax returns, GST number, VAT clearance Certificate of last year to be enclosed with the offer letter.
- The Printer must be financially sound having its own printing units with modern printing machineries / devices to execute the printing works.
- The management of the press should be professional & experienced in printing of all kind of Bank calendars.
- The Firm must have executed earlier satisfactorily printing of date calendar for Banks, financial institutions or any other institutions/undertakings. Proof of such work orders need to be submitted. Besides, the firm should have sufficient experience in printing in Odia language, as the **Tithis** as per Odia lunar calculations and some other matters will be incorporated in Odia language for printing in the calendar. Proof of work order for printing in Odia language should be furnished.
- The firm must have annual turn over of minimum Rs.50.00 lakhs or more during any of the last three Financial Years (balance sheet for proof to be enclosed)
- The application needs to be accompanied with EMD of Rs.25000/- (Rupees Twenty five thousand only) (Non interest bearing) in the shape of Bank Draft/Banker's cheque payable at Bolangir only in favour of Utkal Grameen Bank. The EMD is refundable in case the firms / applicants are not selected. The EMD will be refunded to the L1 vendor on execution of the work in full and bills thereof paid by the Bank. In the event of failure to execute the said work in accordance with the terms and conditions stipulated thereof, the security deposit shall be forfeited.
- The application for technical bid is to be downloaded from our website and it should be submitted accompanied by Bank Draft/ Banker's cheque of Rs.500.00 (Rupees five hundred only) favouring Utkal Grameen Bank payable at Bolangir towards application money **(Non refundable)**.

- **The application for technical bid should be in a separate envelope. The financial bid of those printers who qualify in the technical bid will be opened.**

### **FINANCIAL BID**

- The details of item to be printed are appended herewith indicating the required quantity, size specification etc. It should be utilized as quotation by downloading the same from Website
- The quotation need to be accompanied with sample of (Maplitho) white paper (80 GSM) so as to enable us to verify the quality and thickness of paper. The paper must be from reputed company like JK,TNPL
- The quotation should be signed by the printer with full signature with seal.
- All alterations / additions must be authenticated by full signature of the printer on the quotation.
- The job of printing will be given to the printer on least quotation basis only after the printer is considered acceptable.
- The interested parties can see such type of calendar at Bank's Head Office (Accounts & Compliance Department) on any working day between 10.30 A.M. to 5.00 P.M. before the final submission of the quotation as per due date and time.
- **Financial bid should be in a separate envelope.**

### **TERMS AND CONDITIONS**

- The Bank may at its discretion increase / decrease quantity of the items while placing final order.
- Payment will be released on receipt of ordered items in full quantity with quality as per specifications.
- No advance payment will be made at any stage.
- The items are to be supplied within stipulated time and no extension of time will be allowed. In the event violation of any terms and conditions of tender documents / purchase order the EMD deposit will be forfeited.
- If the lowest quoted rate is same for two or more bidders, they will be asked to quote fresh rates again and even after that also if the rates are same, the order shall be placed with the bidders / printers on proportionate basis depending on number of bidders / printers having equal rates.
- The specifications including size, quality of paper, colour, grounds, interleaf etc. of calendars are to be similar to that of the specification given.
- The printer has to collect calendar for 2020 as well as the **Tithis** as per Odia lunar calculations for printing of the calendar. However, such dates and tithis should not appear as a replica of any other calendar so as to invite any complication under the copy right act. Bank will not be a party for any dispute in this regard.
- The list of bank holidays will be provided to you.

- Before final printing the vendor is required to submit copy of proof of the calendar to us by e- mail ([ugbaccts@gmail.com](mailto:ugbaccts@gmail.com)) within 3 days from the date of order for our approval. After approval of the proof, the vendor has to submit to us ten nos. of full set of calendars within 5 days of approval of proof copies, so as to enable us to verify the quality of printing and of paper. Only after our final approval the required quantity of calendars will be printed as per our purchase order. The requirement number of calendars must be delivered to the specified places **on or before 20.12.2020. The EMD deposit will be forfeited in case of violation of any terms and conditions of our tender documents.**
- The wall date calendars are to be packed in a bundle of 100 each and to be transported through reputed transport agency and to be delivered at the specified places at the vendors risk and responsibility, so as to reach the specified places in time.
- We will not accept excess supply of calendars beyond our order.
- The printed materials are to be delivered at the designated places at eight Regional Offices i.e. Sambalpur, Bargarh, Rayagada, Balangir, Bhawanipatna, Jeypore, Phulbani and Berhampur located in the state of Odisha and Head Office at Bolangir.
- Post despatch inspection of the printed material will be done by the authorised officials of the Bank and if quality / quantity of the material is found not to be acceptable, then the materials may be rejected and the printer shall have to take back the material at his own cost.
- Your Tax invoice/bill in **duplicate** is to be sent to Head Office. We will make payment after full and final delivery of the item(s) as per our terms and conditions and receiving acknowledgement from Regional Offices.
- You are requested to return a copy of this letter duly signed having accepted our terms and conditions as enumerated above.
- For any doubt / clarification please contact our Accounts & Compliance Department over phone no **06652-232680, 9438493015, 9437427832** or in e-mail id: [ugbaccts@gmail.com](mailto:ugbaccts@gmail.com)

#### **SUBMISSION OF APPLICATION FORM**

- The applications/sealed quotations in the enclosed prescribed format superscripted in bold letters as “Proposal for Printing of Wall Date Calendars”( containing two envelopes separately for technical bid and financial bid) should be addressed to the **“General Manager (I), Utkal Grameen Bank, Head Office, Club Para, Bolangir-767001”** and send by registered post or it can be dropped in the sealed box kept in our Accounts Department during office hours The last date for receipt of the quotation is dated **21.11.2020 till 2 P.M.**..Application received thereafter shall not be eligible for consideration.

- The application / offer letters shall be opened on the same day **(21.11.2020) at 3 P.M.** in Bank's Head Office premises in presence of Bank's Tender Committee. You may remain present or depute your representative with authorization letter to remain present at the time and venue of the opening of quotation / offer letter. However, if there is any change in the date, the same shall be published in the Bank's website.
- **The Bank reserves the right to postpone / cancel the invitation and to open the quotations in the absence of the bidders and also to accept or reject any quotations, without assigning any reason thereof.**

**GENERAL MANAGER (I)**

**FINANCIAL BID**

Particulars	Rate quoted in (Rs)	
	cost (Rs) per calendar	Total (Rs)
Multi-colour Wall Date Calendar – 2021 – Approximately 1,20,000 pieces (one lakh twenty thousand)  Size – 42.5 cm x 28 cm, 06 (six) sheets,  Both side printing with 03 colours, ( sheet-fed printing)  Paper quality – <b>Maplitho</b> White paper <b>80 GSM</b> from any one of the following brand- <b>-JK , TNPL, ITC, BILT</b>  The specimen copy of Bank’s wall date calendar can be verified from Bank		

- (i) The cost of printing to include all costs including GST and cost of transportation.
- (ii) The transportation should be through reputed transporting agencies and to be delivered at the specified places at the vendors risk and responsibility
- (iii) The financial bids to be submitted in separate sealed cover and will be opened after the Terms and Conditions stipulated in technical bids are fulfilled.

Applicant’s Signature with seal



11. Key Personnel employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Contact no.

12. Furnish the names of three responsible clients / persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANIZATION & ADDRESS	CONTACT NUMBERS

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets / documents.
3. I / we agree that the decision of UGB in selection of empanelment will be final and binding to me / us.
4. I / we have read the instructions appended to the proforma and I /we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

Date  
seal

Applicant's Signature with