

**THE KANGRA CENTRAL COOPERATIVE BANK LTD. HEAD OFFICE: DHARAMSHALA,
DISTT. KANGRA (H. P.) 176215**

TENDER NOTICE

The Kangra Central Cooperative Bank Ltd – A Leading Cooperative Bank of the Country, invite sealed tenders from established Printers/Manufacturers with proof (only multicolored printers for calenders, manufacturer of diary and units registered with the industry department) for printing work and supply of the following items:

| Sr. No | Particulars | Quantity | Earnest Money |
|--------|--|----------|---------------|
| 1 | Executive Diary (Leatherite Cover) | 5000 | Rs. 25000.00 |
| 2 | Medium Diary (1.7mm Board with Mat Lamination).Nickle corners on all edges | 45000 | Rs. 75000.00 |

The tender form available on the website of the bank (www.kccb.in) has a non refundable fee of **Rs. 7500/-** (For Executive Diaries), **Rs. 10000/-** (For Medium Size),The bidder has to deposit tender fee through demand Draft in Favour of General Manager-The KCC Bank Ltd payable at Dharamsala. The amount of Earnest Money Deposit (EMD) as mentioned above will be accepted in the shape of FDR duly pledged in favor of the General Manager- The KCC Bank Ltd. Bids submitted without tender fee and earnest money shall stand rejected automatically. Bidders in previous Tender need not submit fresh Tender fee and EMD .Previous financial securities will be considered.

Tender Forms are available as **Annexure (I to II)** for Executive Diary and Medium Diary respectively. The entire tender process will be governed by the time schedule given in(**Annexure-III**) while all terms and Conditions have been given in **Annexure IV**. The interested and eligible vendors have to submit their bids on Annexure **C & D** (For Executive Diaries) and Annexure **E & F** (For Medium Size Diaries). Bank reserve the right not only to make changes in the given time schedule but also to accept or reject any/all tenders without assigning any reason.



General Manager



THE KANGRA CENTRAL COOPERATIVE BANK LTD. HEAD OFFICE: DHARAMSHALA,
DISTT. KANGRA (H. P.) 176215

TENDER FORM FOR "EXECUTIVE DIARY"(Leatherite cover) YEAR 2024

| | |
|------------------------|---|
| Tender Form Cost | Rs. 7500/- Non Refundable |
| Quantity | 5000 |
| Size | 240mm X 180 mm |
| Paper | 70 GSM Maplitho |
| Earnest Money | Rs. 25000/- in shape of FDR duly pledged in favour of the GM KCC Bank |
| Cover of Diary | <u>Leatherite cover</u> (Sample of each cover to be submitted with the Bid) |
| Specification of Diary | Sunday full Multicolored pages, different colors for all months, Planner before every month & Month cut. |
| Packing | To be packed in paper Box in equal quantity and properly packed in card board packing (Total weight not to be more than 25 Kg per Box) |

Amh



THE KANGRA CENTRAL COOPERATIVE BANK LTD. HEAD OFFICE: DHARAMSHALA,
DISTT. KANGRA (H. P.) 176215

TENDER FORM FOR "MEDIUM DIARY" FOR YEAR 2024

| | |
|------------------------|--|
| Tender Form Cost | Rs. 10000/- Non Refundable |
| Quantity | 45000 |
| Size | (210 mm X 150 mm) |
| Paper | 70 GSM Maplitho |
| Earnest Money | Rs. 75000/- in shape of FDR duly pledged in favour of the GM KCC Bank |
| Cover of Diary | 1.7mm Board with Mat lamination & four nickle corners (Sample of each cover to be submitted with the Bid) |
| Specification of Diary | Sunday full Multicolored pages, different colors for all months, Planner before every month & Month cut. |
| Packing | To be packed in paper Box with same Face and colour as Diary and properly packed in card board packing (Total weight not to be more than 25 Kg per Box) |

Amh

Tender's Time Schedule (Important Dates)

| | |
|---|---|
| Date of Publication of Tender Notice (In Bank's website and News Papers) | 6th December- 2023 |
| Last Date and time for Submission of Bids | 11th December- 2023 upto 1.30 P.M. |
| Date & Time of opening of Bids | 11th December- 2023 at 3.30 P.M at conference Hall of the Bank. |
| Maximum time allowed for printing and supply of entire material (From the date of final Purchase Order after finalizing the entire art work with the selected vendor) | 30 Days. |



Annexure – IV

| Sr. No. | <u>Terms and Conditions</u> |
|---------|--|
| 1 | Bids on prescribed format only along with required relevant documents will be accepted alongwith Signed copy of Tender Document, Annexure IV & V). NO bid after the last date as mentioned in the annexure IV shall be accepted. |
| 2 | Rates quoted should be inclusive of all taxes including GST (Clear breakup of base rate and GST should be mentioned in quotations). Delivery will be on FOR basis at Dharamshala including loading and unloading charges up to godown at Dharamshala. |
| 3 | Bids must accompany earnest money (EMD) in shape of FDR duly pledge in favour of the General Manager, KCC Bank Ltd, including the applicable tender fee to be paid through Demand Draft. |
| 4 | The material will have to be supplied within 30 days from the date of final Purchase Order after finalizing the entire art work in consultation with bank. Delay in delivery over the allowed period of 30 days will attract penalty @ Rs. 1,000/- per day for which bank also reserve the right to forfeit the EMD amount. |
| 5 | Tender form must accompany sample of paper's to be used both in calender & diary. Also enclose the material to be used in the diaries viz. Matt Lamination etc. |
| 6 | No extra cost for transparencies will be paid for calendar. Photos will be approved by the bank so participants needs to bring best transparencies with them for selection. |
| 7 | Bank reserves the right to accept or reject any or all tenders without assigning any reason. |
| 8 | 75 % payment will be made against goods supplied and remaining 25 % payment will be made after the report from recognized testing center regarding quality & weight of paper. Penalty for inferior quality will be charged @ 25 % of the total cost of calenders/diary and EMD shall also be forfeited. IT/TDS as applicable will be levied while releasing the payment. |
| 9 | State Entry Tax (If any) shall be borne by the supplier. |
| 10 | Envelops sending quotations may be addressed to General Manager (B) ,The Kangra Central Cooperative Bank Limited Head Office Dharamshala and write word on top : "Quotation for Calender -2024"Quotation for Diaries (Executive) -2024"& "Quotation for Diaries (Medium) -2024, on the top of the envelop. |
| 11 | Bids/Quotations may be submitted either through post or may be submitted in the tender box in person. (Tender Box will be placed at reception of the bank only on the last date of submission of bids). |
| 12 | Bid opening process on the date and time as mentioned above may be attended personally by the bidders. |
| 13 | Vendor should have experience of doing similar work and certificate in this regard required to be attached with bids. |
| 14 | Disputes,questions and claims arising out of or touching this agreement shall be subject to the exclusive jurisdiction of the courts at Dharmshala only. |
| 15 | Three random samples will be collected from each lot of the consignment by a committee of bank officials, for Quality of Paper Testing . |



Application for submitting price bid for printing & supply of Executive Diaries- 2024

Ref No.:

Date: _____

The General Manager,
The Kangra Central Cooperative Bank Limited,
Head Office- Dharamshala, Distt. Kangra,
Himachal Pradesh -176215

R/Sir,Reg: PRICE BID FOR PRINTING & SUPPLY OF DIARIES (EXECUTIVE)- 2024

| Particulars | Quantity | Rate (Rs.) per Diary (As per cover of Diary) | GST (Rate & Amount) | Amount (Rs.) |
|---------------------------------------|----------|--|---------------------|----------------------|
| Executive Diary | 5000 | (I) (ii) (iii) | | (I) (ii) (iii) |
| Discount If any | | (I) (ii) (iii) | | (I) (ii) (iii) |
| Final Rate and Amount after discount: | | (I) (ii) (iii) | | (I) (ii) (iii) |

The rates quoted are inclusive of all taxes including GST & on FOR to Dharamshala (including loading and unloading charges up to godown of the Bank at Dharamshala). We further undertake / declare as under:

1. Price bid and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our bid is accepted we undertake to deliver the diaries within the scheduled time frame.
3. We assure and undertake to complete the job within the period of 30 days from the date of final purchase order after finalizing the art work in consultation with bank as per the specifications mentioned in Annexure F and subsequent changes made, if any.
4. We are agreeable to receive the payment after completion of the job as per the Bank's satisfaction and terms and conditions as per Annexure -V
5. The final amount is subject to arithmetical check.

Enclosures: Annexure (F)

Signature of the Authorized Person

Seal of the Firm/Company

Name of Authorizes Person _____

Complete Address: _____

Mobile No. & email : _____

Place: _____

Annexure-D

| SPECIFICATIONS OF SAMPLES BEING SUBMITTED FOR BANK'S DIARIES (EXECUTIVE) FOR THE YEAR - 2024 | |
|---|---|
| Quantity | 5000 |
| Size | 240 mm X 180mm. |
| Paper | 70 GSM Maplitho |
| Cover of Diary | Leatherite Binding (Sample of each cover to be submitted with the Bid) |
| Specification of Diary | Sunday full Multicolored pages, different colors for all months, Planner before every month & Month cut. |
| Packing | Will be packed in plastic transparent cover in equal quantity and properly packed in card board packing (Total weight to be not more than 25 Kg per Box) |
| Tender Fee | DD No _____ for Rs. 7500/- issued by _____ (Name of Bank Branch) in favor of GM KCC Bank Ltd payable at Dharamsala |
| Earnest Money | Rs.25000/- in shape of FDR duly pledged in favour of the GM KCC Bank Ltd. FDR No _____ Dated _____ Issuing Bank Branch _____ |
| Packing | Will be packed in plastic transparent cover and packed in card board package (Total weight will not be more than 25 Kg per Box) |

Signature of the Authorized Person

Seal of the Firm/Company

Name of Authorizes Person _____

Complete Address: _____

Mobile No. & email : _____

Place: _____

Amh

Application for submitting price bid for printing & supply of Medium Size Diaries- 2024

Ref No.:

Date: _____

The General Manager (B),
The Kangra Central Cooperative Bank Limited,
Head Office- Dharamshala, Distt. Kangra,
Himachal Pradesh -176215

R/Sir,Reg: PRICE BID FOR PRINTING & SUPPLY OF DIARIES (MEDIUM SIZE)- 2024

| Particulars | Quantity | Rate (Rs.) per Diary (As per cover of Diary) | GST (Rate & Amount) | Amount (Rs.) |
|---------------------------------------|----------|--|---------------------|----------------------|
| Diary (Medium Size) | 45000 | (I) (ii) (iii) | | (I) (ii) (iii) |
| Discount If any | | (I) (ii) (iii) | | (I) (ii) (iii) |
| Final Rate and Amount after discount: | | (I) (ii) (iii) | | (I) (ii) (iii) |

The rates quoted are inclusive of all taxes including GST & on FOR to Dharamshala (including loading and unloading charges up to godown of the Bank at Dharamshala). We further undertake / declare as under:

1. Price bid and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our bid is accepted we undertake to deliver the diaries within the scheduled time frame.
3. We assure and undertake to complete the job within the period of 30 days from the date of final purchase order after finalizing the art work in consultation with bank as per the specifications mentioned in Annexure H and subsequent changes made, if any.
4. We are agreeable to receive the payment after completion of the job as per the Bank's satisfaction and terms and conditions as per Annexure -V
5. The final amount is subject to arithmetical check.

Enclosures: Annexure (H)

Signature of the Authorized Person

Seal of the Firm/Company

Name of Authorizes Person _____

Complete Address: _____

Mobile No. & email : _____

Place: _____

Annexure-F

| SPECIFICATIONS OF SAMPLES BEING SUBMITTED FOR BANK'S DIARIES (MEDIUM SIZE) FOR THE YEAR - 2024 | |
|---|---|
| Quantity | 45000 |
| Size | 210mm X 150mm |
| Paper | 70 GSM Maplitho |
| Cover of Diary | (1.7mm Board with nickle clips all four Corners) (Sample of each cover to be submitted with the Bid) |
| Specification of Diary | Sunday full Multicolored pages, different colors for all months, Planner before every month & Month cut. |
| Packing | Will be packed in paper Box in equal quantity and properly packed in card board packing (Total weight to be not more than 25 Kg per Box) |
| Tender Fee | DD No _____ for Rs. 10000/- issued by _____ (Name of Bank Branch) in favor of GM KCC Bank Ltd payable at Dharamsala |
| Earnest Money | Rs.75000/- in shape of FDR duly pledged in favour of the GM KCC Bank Ltd. FDR No _____ Dated _____ Issuing Bank Branch _____ |
| Packing | Will be packed in plastic transparent cover and packed in card board package (Total weight will not be more than 25 Kg per Box) |

Signature of the Authorized Person

Seal of the Firm/Company

Name of Authorizes Person _____

Complete Address: _____

Amh

Mobile No. & email : _____

Place: _____