



**TENDER
FOR
DESIGNING & PRINTING OF CALENDARS
FOR THE YEAR 2025**

(A) Disclaimer

The information contained in this Tender document or any information/documents provided subsequently by or on behalf of the Bank is provided to the bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. The purpose of this Tender is to provide the bidder(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this Tender does not claim to include all the information each bidder may require. The Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this Tender.

(B) Brief about J&K Grameen Bank:

“J&K Grameen Bank”, a Regional Rural Bank created by amalgamation of Jammu Rural Bank and Kamraz Rural Bank by Government of India while exercising power conferred by Sub-Section (1) of section 23(A) of the Regional Rural Bank's Act,1976 vide notification dated 30th June 2009, issued by Ministry of Finance, Department of Financial Services, carrying on Banking Business, having its Head office at Narwal, Jammu, Pin-180006, Jammu and Kashmir, hereinafter referred to as the “Bank”.

Detailed information about J&K Grameen bank is available at Banks website www.jkgb.in.

(C) Objective of Tender:

J&K Grameen Bank intends to Print Calendars for the year 2025. Our requirement for the purpose would be 1,50,000/- Calendars approximately. J&K Grameen Bank invites sealed quotations from eligible, reputed bidders who have a minimum three years' experience in printing of calendars and have executed bulk printing of calendars for reputed firms/government organizations/PSUs/Commercial Banks/RRBs, etc.

(D) Schedule for Tender Process:

Tender Ref. No.	JKGB/GAD/STATIONERY/2024-25/4429 Dated: 11.10.2024
Scope of Work	Designing & Printing of Calendar for the Year 2025.
Mode of Tender Submission	Offline
Contact details for correspondence regarding this Tender	Mr. Vivek Bhardwaj General Administrative Department, J&K Grameen Bank Head Office, Narwal-180006, Jammu E-mail: stationery.hoj@jkgb.in Contact No. 9797127377/ /7006175478
Tender Type	Open
Base Currency	INR (₹)
Pre-bid queries	Interested bidders may submit their queries at stationery.hoj@jkgb.in upto 19.10.2024
Pre-bid Conference	On 21.10.2024 at JKGB Head Office, Narwal, Jammu
Last date and time for submission of Bids	02.11.2024 at 3:00 PM
Address for submission of Bids	The General Manager, J&K Grameen Bank Head Office, Near Fruit Complex Narwal 180006, Jammu
Date of opening of Technical Bids	02.11.2024 at 4:00 PM
Date of opening of Commercial Bids	To be communicated Separately
Tender Fee (Non-Refundable)- Receipt/screenshot to be enclosed with technical bid	Non-refundable Rs.1,770/- (Rupees One thousand Seven hundred Seventy Only) to be deposited in the below mentioned account detail: ACCOUNT NO : 2000530100000217 ACCOUNT NAME: Tender fee IFSC: JAKA0GRAMEN
EMD (Earnest Money Deposit)	Rs. 1,00,000/- Rupees One Lacs only (in the form of CDR/FDR/CCR pledged to General Manager, J&K Grameen Bank, H.O. Narwal, Jammu)

(E) TERMS AND CONDITIONS:

The following terms and conditions will be binding on all the bidders. These terms and conditions will also form a part of the purchase order, to be issued to the Successful bidder and shall be applicable during the complete term of the agreement with the Successful bidder:

1. The details of the items in respect of size, specification, binding and paper to be used are given as under:

NAME OF ITEM	QUANTITY ESTIMATED	SPECIFICATIONS
Designing and Printing of Calendars	1,50,000 (approx.) Printed copies and one soft copy in PDF form	Size: 16"x23½" Finished Number of Leaves: 3 (Three) Number of Pages: 6 (Six) Printing: 4+4 Offset Colour Printing Paper: 170 GSM art paper Glossy of import quality or Ballarpur Binding: Tin Mounting with hole on 17" side (Thick Patti) Packing: 25 Pcs duly packaged in Kraft Paper without roll/fold Master Packing: 200 Pcs in 7 ply Fresh Corrugated Box

2. Packets of printed calendars should be supplied to Seven offices situated at different location of Jammu & Kashmir at the cost of printers. Number of calendars to be supplied to these offices will be informed at the time of placing final order. The detail of the seven offices are as follows:

S.NO.	NAME OF THE OFFICE	LOCATION	FLOOR NUMBER
1	J&K Grameen Bank, Head Office	Narwal, Jammu, Jammu & Kashmir	Basement
2	J&K Grameen Bank, Regional Office, Kashmir	Sopore, Distt. Baramulla, Jammu & Kashmir	First floor
3	J&K Grameen Bank, Regional Office, Jammu	Channi Himmat, Jammu, Jammu & Kashmir	Second Floor
4	J&K Grameen Bank, Regional Office, Kathua	Kathua, Jammu & Kashmir	Ground Floor
5	J&K Grameen Bank, Regional Office, Rajouri	Rajouri, Jammu & Kashmir	First Floor
6	J&K Grameen Bank, Regional Office, Baramulla	Baramulla, Jammu & Kashmir	Second Floor
7	J&K Grameen Bank, Regional Office, Kupwara	Kupwara, Jammu & Kashmir	Second Floor

3. The specimen of calendar for previous years should invariably be Checked at Head Office, Narwal Jammu on any working day from 10 AM to 5 PM. The bidders are advised not to quote rates without checking the specimen.
4. Rates quoted should be inclusive of all charges (GST, service charges, designing, packaging and door delivery i.e. Carriage/ freight loading/unloading to seven offices, any other taxes, etc.).
5. Successful Bidder shall send samples of photographs to be printed on calendars, pertaining to J&K depicting its monuments, parks, mountains and other scenic locations from the UT of Jammu & Kashmir and UT of Ladakh for final selection.
6. The successful bidder shall submit physical printed sample of calendar for proof-reading at Head Office, Narwal Jammu on any working day from 10 AM to 5 PM. Final printing shall start only after proof-reading confirmation from the Bank.
7. The final Calendar must be free from any copyrights.
8. The successful bidder shall submit the design of Calendar within seven days from the date of placing order by the Bank and shall deliver the physical copies of ordered calendars within ten days after finalizing the proof reading by the Bank failing to which a **penalty of Rs.5,000/- per day shall be imposed subject upto a maximum of Rs. 50,000/-**. **Beyond this, an additional penalty of 10% of ordered amount shall be imposed.** The bank reserves the right to deduct the penalty (as mentioned in Para G of tender) from EMD/PBG or deduct the same from bills. Further Bank shall be at liberty to cancel the contract of the bidder and assign the contract to other bidder whose rates fall on second lowest/third lowest (L2/L3) as the case may be to get the supplies in time. Besides, the Bank shall be entitled to recover the loss/damages which the bank may incur or have incurred on account of getting the said supply from any other bidder/suppliers from the defaulting bidder/supplier.
9. Successful Bidder should present the Bill with GSTIN of both parties and HSN code of Calendars supplied.
10. The payment shall be made on receipt of entire supply and verification of the printed material. No part payment of any nature shall be made by the bank at any stage. TDS/GST TDS, as applicable, will be deducted on all payments.
11. Bank if not satisfied with the quality of goods or services provided by the successful bidder(i.e. paper/other material used in printing, binding, packing other than the specified paper/material mentioned in the Tender document and defective printing found/delay in delivery), may cancel the contract and bank may impose penalty as deemed appropriate.
12. The Bidders will have to submit photocopy of the GST Registration Certificate, Certificate of Factory License and PAN Card along with the Tender. No Tender shall be accepted without PAN/GST Number.
13. The Bidders will have to submit copy of Income Tax returns of the last three Financial Years (2021-22,2022-23 & 2023-24).

14. The Bidders will have to submit copy of Financial Statements (Balance sheet and Profit & Loss Statement) for the last three Financial Years (2021-22,2022-23 & 2023-24).
15. The Tenderer / Bidder should be in profit for the last 3 years.
16. The final printing has to be undertaken only after approval of the proof-reading from the HOD, General Administrative Department of the Bank.
17. **Packaging:** 25 Pcs duly packaged in Kraft Paper without roll/fold in master packing of 200 Pcs in 7 ply Fresh Corrugated Box and each box must bear Carton no., Name of Supplier, Quantity, Challan no./ Gr. no. positively. The Bank shall not accept any loose supply.
18. **Sample checking:** The Bank shall make sample check of some boxes to ascertain the authenticity of quantity. Any shortage found during sample checking shall have the effect of treating all bundles/ boxes with the least quantity found during the sample checking.
19. **Certificate of Paper used:** Bidders shall render a certificate for the paper used for printing of calendars for the year' 2025 as per the specification, while submitting bids.
20. **Dispute:** If a dispute of any kind, whatsoever ,arises between the Bank and bidder/successful bidder in connection with or arising out of the contract of supply of goods/providing of service, whether before or after expiry/repudiation or termination of the contract, including any disagreement by either party with any action, in-action, determination; matter in dispute shall be referred to the Internal Dispute Resolution Tribunal of the Bank and if not acceptable to bidder, it shall then be referred to Arbitrator of the Bank.
21. **Arbitration:** All disputes between the parties after the expiry/repudiation/cancellation, termination, or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration, if reference thereof to Dispute Resolution Tribunal is not acceptable to the vendor/service provider as the case may be. The arbitration shall be conducted in accordance with the provisions of the J&K Arbitration & Reconciliation Act 1996, Arbitration and Conciliation Act 1996. The Courts in Jammu alone shall have jurisdiction over such arbitration proceedings.
22. The resultant contract will be interpreted under Indian & J&K UT Laws.
23. Bidders are not permitted to alter or modify their bids after expiry of the deadline for the receipt of bids.
24. Insurance of goods against loss or damage incidental to manufacture or actuation, transportation, storage and delivery shall be at sole risk and responsibility of the vendors/bidders.

25. The bidder should sign & affix his/her firm's stamp on each page of the Tender document and all its related documents as the acceptance of the offer made by the bidder.
26. Bank shall have the right to call upon the information regarding status of work at any point of time.
27. **Sensitive Information:** Information provided by the Bank must be protected by the bidder / supplier from unauthorized disclosure, modification or release or access.
28. The bidder has to provide the mobile numbers of the contact person or team (SPOC). Further, **Call Escalation Matrix should be provided for resolution of complaints as per Annexure 'D'.**
29. **The successful bidder has to submit PBG and duly signed and stamped notarized Service Level Agreement to the Bank within 15 days w.e.f. the date of issue of work order, on the agreed Terms & Conditions as mentioned above. Format of Service Level Agreement shall be provided along with the work order.**
30. The bidders are advised to submit both the Technical & Commercial Bids in separate sealed envelopes & superscribe on the envelope **"Tender for Designing & Printing of Calendar for the year 2025"** & shall also indicate their Firm name, contact numbers and valid email address of the firm addressed to **The General Manager, J&K Grameen Bank, Head Office, Near Fruit Complex Narwal 180006, Jammu.**

Note:

1. All documents should be stamped and signed by the bidder otherwise the bid shall be rejected.
2. If, at any time, the information provided by the bidder is found false, the bid shall be rejected out rightly.
3. Bidders are advised to submit the sealed envelope well before the last date and time of submission i.e. 02.11.2024 at 5:00 PM. Any bid received after the due time shall not be accepted.
4. General Administrative Department, Head Office, Narwal Jammu, will provide the matter to be printed to L1 bidder.
5. **J&K Grameen Bank reserves the right to accept/reject any or all bidder without assigning any reason thereof.**

(F) Earnest Money:-

- (i) Tender documents must be accompanied with Earnest Money of Rs. 1,00,000/- (Rupees One Lakh only) in shape of CDR/FDR/CCR pledged to "General Manager, J&K Grameen Bank, H.O. Narwal, Jammu" failing which tender will not be accepted.
- (ii) Cheques will not be accepted.
- (iii) No earnest money will be accepted after the due date and time of submission of tender document.
- (iv) Earnest money deposit with other tender will not be adjustable with this tender.
- (v) If a bidder withdraws its offer after opening of Technical bid or Financial Bid before award of tender to other valid bidder, the earnest money deposited by them will be forfeited.

(G) REFUND OF EARNEST MONEY & SUBMISSION OF PERFORMANCE BANK GUARANTEE:

Earnest money deposited by the unsuccessful bidder will be refunded after finalization of the tender and Earnest money deposited by the successful bidder (L-1) will be refunded to the bidder only after the L-1 bidder submits performance bank guarantee in the form of Bank guarantee/CCR/FDR/CDR from the commercial bank in favour/pledge to "General Manager, J&K Grameen Bank, H.O. Narwal, Jammu" @10 percent of the value of order/contract, which should be valid for a minimum period of 9 months and shall be released only after completion of all contractual obligations of the supplier. Failure of successful bidder to supply the goods/ provide the services within the stipulated time shall entail invocation/forfeit of Performance bank Guarantee.

(H) MINIMUM ELIGIBILITY CRITERIA:

1. The Bidder should be a registered Indian Firm / Company.
2. The Bidder should have minimum average annual business Turnover of Rs. 50 Lakh during last three financial years and must be in profit for the last three Financial Years (2021-22,2022-23 & 2023-24).
3. The Bidder should not have been blacklisted by the Deptts./ Ministries of Govt. of India/ PSUs/Autonomous Bodies/Banks etc. Undertaking to be provided by the bidder.
4. The Bidder should have experience of minimum 3 years for bulk Printing of calendars for reputed firms, Financial institutions /government organizations/Semi government organizations /PSUs/Commercial Banks, etc with minimum average annual business Turnover for printing of Calendars of Rs. 5 Lakh during last three financial years.

(I) DOCUMENTS TO BE SUBMITTED ALONG WITH TECHNICAL BID:

- Technical Bid as in Annexure-'A'
- Copy of Registration Certificate.
- Copy of PAN.
- Copy of GST Registration Certificate.
- Earnest Money Deposit.
- Receipt of Transaction/UTR no. of Tender Fee.
- Paper Sample and 2-3 Samples of calendars printed by your firm in the past
- Financial Statements (Balance sheet and Profit & Loss Statement) for the last three Financial Years (2021-22,2022-23 & 2023-24).
- Income Tax Returns for the last three Financial Years (2021-22,2022-23 & 2023-24)
- Declaration regarding not-being blacklisting or otherwise and Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure C)
- SPOC and Call Escalation Matrix. (Annexure D)
- Experience Certificate for the last 3 years for bulk Printing of calendars for reputed firms, Financial institutions /government organizations/Semi government organizations /PSUs/Commercial Banks, etc.
- Signed Copy of all the pages of Tender Document with a declaration as per Annexure 'C' issued by the bidder accepting all the terms and conditions contained in the Tender document.

(J) DOCUMENTS TO BE SUBMITTED ALONG WITH COMMERCIAL BID: Price Bid as per Annexure "B". (No other document is required to be submitted with the Commercial Bid)

ANNEXURE-‘A’**TECHNICAL BID FOR DESIGNING & PRINTING OF CALENDARS FOR THE YEAR 2025**

S. No	Particulars	
1.	Name of the Company/ Firm.	
2.	Address for correspondence.	
3.	Registration as Firm/Supplier A. Income Tax/ PAN No. B. GSTIN C. Certificate of Factory License D. Any other registration kindly specify (Copies of Certificates of registration with relevant authorities to be enclosed)	
4.	Contact numbers and Email ID.	
5.	EMD Details: a) CDR/CCR/FDR No:- b) Date:- c) Amount:- d) Name of the Bank:- e) Pledged to:-	
6.	Annual Turnover (Rupees in lacs) in as per the Income tax returns (Copy attached)	FY 2021-22 FY 2022-23 FY 2023-24
7.	Must be in Profit, Profit after Tax in last three years (Rupees in lacs) as per CA certified PL statement (Copy attached)	FY 2021-22 FY 2022-23 FY 2023-24
8.	List of major clients for printing of calendars during last three years	
9.	2-3 Samples of calendars printed by your firm in the past	
10.	Details of Works done during the last three financial years – FY 2021-22, FY 2022-23, FY 2023-24 in any Govt. / PSU/ Banking organization (attached copies of supply order received for work done in mentioned organizations)	
11.	Details of contractual dispute with any department/ organization or Arbitration proceedings or Court case/ other litigations if any initiated or pending/ blacklisted/debarred by the Govt. of India or any other institution/organization	
12.	Account Details	A/C no: IFSC Code: Bank: Branch:

ANNEXURE-‘B’**FINANCIAL BID FOR DESIGNING AND PRINTING OF CALENDARS FOR THE YEAR 2025**

Name of the Bidder :
Phone Number :
ADDRESS :

PARTICULARS	ESTIMATED QUANTITY	COST PER CALENDAR INCLUDING GST IN RS.	TOTAL COST INCLUDING GST FOR 1,50,000 CALENDARS IN RS. 'a'
DESIGNING AND PRINTING OF CALENDARS FOR THE YEAR 2025	1,50,000 printed copies and one Softcopy in PDF Format		

Note:

- ❖ In the event of change in number of Calendars (+/- 25 % of the estimated quantity) to be printed, payment shall be made on pro-rata basis for per Calendar as per rates quoted in the financial bid.
- ❖ Rates quoted should be inclusive of all charges (GST, service charges, designing, packaging and door delivery to Seven offices, any other taxes, etc.).
- ❖ L-1 shall be declared on the basis of total cost of 1,50,000/- calendars including GST ('a').

Sign and Stamp of the firm

Date:

ANNEXURE-‘C’

DECLARATION

To

The General Manager

J&K Grameen Bank

Head Office, Narwal Jammu

Dear Sir,

1. I/We have read and understood the contents of the Tender/Rate Contract and agree to abide by all the terms and conditions of this Tender.
2. I/ We also confirm and undertake that the documents attached and information provided by me/us to the bank in response to the Tender/ Rate Contract is/ are genuine to the best of my knowledge. In case any of the documents/ information is found to be false/ fake/incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm/Company was or is Proprietor or Partner or Director of any firm/ Company with whom any Government Deptt/ PSU or Bank has blacklisted/ banned / suspended business dealing. I/We further undertake to report to the J&K Grameen Bank immediately after we are informed but in any case not later than 15 days, if any firm/Company in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm/Company which is blacklisted/ banned/ suspended in future during the currency of the Contract with you.

Sign and Stamp of the firm

Date:

ANNEXURE-‘C’
DETAILS OF CALL ESCALATION MATRIX

S No.	Level	Name of Person	Contact Number	e-mail address
01	Level - 1			
02	Level – 2			
03	Level – 3			

Name of Contact Person / SPOC:

Contact number:

Email:

Designation:

Sign and Stamp of the firm

Date:

CHECKLIST

S NO.	List of Documents	Whether self-attested copy enclosed (Yes/No)	Page No. Where the documents Enclosed.	REMARKS
1	Duly Signed and Stamped Tender document			
2	Receipt/Screenshot of Tran/UTR no. of Tender Fee.			
3	TDR of Earnest Money Deposit			
4	Bank details (Account No and Name, Bank name, IFSC code)			
5	Copy of PAN			
6	Copy of GST Registration Certificate			
7	Details of Financial Statements			
7 (a)	Balance Sheet for FY 2021-22			
7 (b)	Balance Sheet for FY 2022-23			
7 (c)	Balance Sheet for FY 2023-24			
7 (d)	Profit & Loss Statement for FY 2021-22			
7 (e)	Profit & Loss Statement for FY 2022-23			
7 (f)	Profit & Loss Statement for FY 2023-24			
8	Annual Turnover Certificate duly attested by CA			
9	Income Tax Returns			
9 (a)	Assessment Year 2021-22			
9 (b)	Assessment Year 2022-23			
9 (c)	Assessment Year 2023-24			
10	ANNEXURE-'A'			
11	ANNEXURE-'B'			
12	ANNEXURE-'C'			
13	Supply order received for work done in in any Govt. / PSU/ Banking organization in Last three Financial Years			
14	Samples of calendars printed by your firm in the past			