

**PUNJAB NATIONAL BANK
PRINTING & STATIONERY DEPTT.
C-13, SECTOR 1, NOIDA - 201301 (UP)**

Tender No. PS/Calendar/2010

Date: 16.09.2009

M/s _____

Dear Sirs,

Reg: Notice inviting tenders for printing of Bank's Calendar for the year 2010.

Sealed tender is invited for printing of PNB Calendars as per specifications at Annexure II.

Description of item	PRINTING OF THREE TYPES OF CALENDARS FOR THE YEAR 2010.
Approx. Quantity required to be printed.	a) 5,40,000 – 4 sheeter Calendars - Size 14"x19" b) 10,000 – 4 sheeter calendars – Size 17"x22" c) 7,00,000 – Single sheeter Calendars - Size 17"x22"
Earnest Money	Earnest money in the shape of Demand Draft for Rs.1,00,000/- in favour of Sr. Manager, PNB, Printing & Sty. Department, NOIDA A/c Name of your firm.
Security Deposit	The Security Deposit is calculated as under:- a) 10% on the first Rs.1,00,000/- of the total quantity required amount-wise. b) 7.5% on the next Rs.1,00,000/- of the total quantity required amount-wise. c) 5% on the next amount up to Rs.2.00 crores of the total quantity required amount-wise. The successful tenderer shall have to deposit Security Deposit as above in the shape of FDR in favour of Sr. Manager, PNB, Ptg. & Sty. Deptt. NOIDA A/c Name of your firm.
Date & time of collecting the tender proforma.	From 16.09.2009 to 7.10.2009 up to 1.00 p.m. from Punjab National Bank, Printing & Stationery Deptt. C-13, Sector-1, NOIDA.
Last date and time of submission of both Bids	On 16.09.2009 to 7.10.2009 up to 3.00 p.m. through Regd. Post/ Courier/By Hand addressed to Sr.Manager, Punjab National Bank, Ptg. & Sty. Deptt., C-13, Sector-1, Noida-201301 (U.P.), superscribing on the envelope "Tender for Printing of Calendars 2010".
Date & time of opening of Technical Bid	On 7.10.2009 at 3.30 pm. The representatives of the Bidders who wish to be present during the opening are welcome.

: 2 :

Time & date of opening of Financial Bid	Date of opening of Financial Bids (of only those bidders whose Technical bids are accepted by the Bank), shall be communicated at the time of opening of Technical bids.
Opening place :	The tenders will be opened in the chamber of AGM(P&S), 1st Floor, C-13, Sector-1, Noida –201301, (U.P.).

The “Special conditions of Tender” and “General Terms & Conditions” are at Annexure-I applicable for the tender. The representatives of the bidders who wish to be present during tender opening are welcome.

Thanking you,

Yours faithfully,

SR.MANAGER

**INSTRUCTIONS TO BIDDERS – SPECIAL & GENERAL
TERMS & CONDITIONS FOR PRINTING OF CALENDAR**

‘Technical Bid’

The bidder shall furnish the following documents: -

- (a) Certificate of Incorporation / Partnership Deed along with date of incorporation. Please provide name of the Managing Director along with telephone nos. of important persons.
- (b) Sales Tax Registration Certificate & latest Income Tax Clearance Certificate (Please quote PAN.....).
- (c) Name of the Banker
- (d) The Printing Presses should be in conforming area. A certificate to this effect that the unit is established in confirming area duly certified by the competent authority is to be attached with the application.
- (e) The printer has to execute Trust Receipt and Indemnity Bond as per the procedure of the Bank before lifting the paper from our godowns on non-judicial stamp paper of Rs.100/-.
- (f) No. of employees skilled, semi-skilled & unskilled employed by the press and no. of managerial, supervisory staff who are technically qualified for executing production of printing jobs on the machines & equipments specified below: -

Please enclose list of all machines & equipments and names of the important clients preferably Govt. Undertakings, Financial Institutions, Public & Private Sector Banks or reputed companies. Printer should have minimum 5 years of experience in printing business.

The printer should have minimum turnover of Rs.500 lacs during the last three years. Also please enclose copy of the balance sheet duly authenticated.

The above formalities are to be completed by the printers who do not exist on the approved panel of printers of Punjab National Bank. The printers, those already exist on the approved panel of the Bank need not to undergo above formalities and must superscribe on the envelop of Technical Bid that they are approved printers of the Bank.

1. High quality Offset Printers stationed in NCR and having minimum two four Colour Sheet fed Offset printing machines out of which one should be of size 28x40 inches, Scanner, Processing Unit, Photocomposing, Plate making and automatic Binding unit and also having floor area of 8,000 sq. ft. to 10,000 sq. ft. for set up and having in-house arrangement for tin rimming and spiraling of calendars.
2. System for colour separation under one roof owned by the printer and proof thereof to be submitted along with the Technical Bid. Apart from above, preference shall be given to the printer having CTP (Computer to Plate) for facsimile reproduction.

...4.

: 4 :

3. Required paper will be supplied by the Bank, which have to be lifted by the printer at his own cost from the bank's godown (at NOIDA) after completing the essential formalities, such as Insurance, security deposit etc.
4. For proofing the calendars, no extra paper or cost or proofing charges will be given by the Bank. Normal wastage 1% per colour per side will be allowed.
5. The printer should have experience of printing more than 3 lac calendars of similar specifications during the last three consecutive years. The proof thereof will have to be enclosed with the Technical bid placed in a separate envelope along with printed calendar and copy of bill showing quantity printed. This will be treated as 'Technical Bid' and the envelope shall be opened before the 'Financial Bid'. **Also the samples of spiral, rod and duplex board be enclosed with the 'Technical Bid' along with 'security deposit'.**

The 'Technical Bid' & 'Financial Bid' are to be placed in two separate envelopes clearing mentioning thereupon the nomenclature and then both are to be placed in third envelope which will contain both the bids.

6. SPECIFICATIONS

FOR FOUR SHEETER – Size 17"x22" and 14"x19" : Fly leaf of calendar will be printed on Maplitho Paper having single side printing in both the sizes. Calendar portion (3 sheets) will have both side printing. Each sheet will contain two months alongwith picture. The calendar shall be having multi-colour photographs on the top and other details such as month, days and dates etc. below the picture as per the artwork provided by the Bank in shape of C.D. / artwork etc. will form the material for reproduction. All the pages of the calendar shall have the same layout. The proofing of all the pages shall have to be got approved from the Bank before final printing with no additional cost.

BINDING

FOR BOTH FOUR SHEETERS : Calendars will be spiral bound at the top with a zinc coated metal rod of 12 gauge so as to hang it properly and keep the calendar straight at the top. In order to provide strength to the hanging device, a piece of duplex board of 400 GSM single side finished in 2.5" width and length equivalent to full width of the calendar is to be fixed along with spiral. Samples of spiral, rod and duplex board be enclosed alongwith the tender i.e. Technical Bid. Complete dummy made from the specified materials should be submitted for approval before final printing.

...5.

7. **SPECIFICATIONS**

FOR SINGLE SHEETER:- Single side in multi-colours will be printed as per art work provided by the bank.

BINDING

FOR SINGLE SHEETER:- Rimming with 4 MM thick coated metallic sheet at the top and the bottom with good quality silk thread for hanging.

8. **PACKING**

FOR BOTH FOUR SHEETER :- The calendars will be required to be supplied in packets of 25 copies each wrapped in Kraft paper of 80 GSM affixing a label thereon giving details of the contents as per the text to be provided by the Bank.

FOR SINGLE SHEETER :- The calendars will be required to be supplied in packets of 50 copies each wrapped in kraft paper of 80 GSM affixing a label thereon giving details of the contents as per the text to be provided by the Bank. Sample of all the binding materials to be used in fabrication of Calendars be submitted along with the tender.

9. **DELIVERY SCHEDULE**

Immediately after print order, the printer shall start printing of the calendars and supply 1000 advance copies of each calendar and after seeking approval bulk supplies shall commence. In any case printer will ensure that 90% supply of calendars be completed within 30 days time and 10 days' time shall be allowed to print short printing etc. otherwise penalty shall be imposed as per delay clause. Bulk supplies must be completed within 40 days from the date of OK print. In case of delay the bank will impose penalty as per the following clause without prejudice :

10. **PENALTY CLAUSE**

- Delay up to 5 days	2% of the amount payable for printing of remaining quantities.
- Delay up to 10 days	5% of the amount payable for printing of remaining quantities.
- Delay for every additional day after 10 days upto next 10 days	10% of the amount payable for printing of remaining quantities.
- Delay after 20 days	The part or full order would be treated as cancelled and damages will be liquidated as per Bank rules.

: 6 :

It is bank's very prestigious job, as such; utmost care is to be taken to maintain its high quality and timely delivery. Any deviation in specification affecting its quality is liable to rejection of the job.

The material for reproduction provided to the printer by the Bank for execution of the job shall be returned to the Bank after execution.

The officials of the Bank may inspect the premises of the printer before opening of Financial Bid of the aforesaid job.

Rates should be quoted as per the proforma enclosed at Annexure-III otherwise the tender shall be rejected.

GENERAL TERMS & CONDITIONS

1. Tenders received after due date and time will not be considered. It is entirely the tenderer's responsibility to ensure that their tenders are delivered to the bank on or before the due date. There should not be any cutting or overwriting on tender while quoting the rates.
2. Incomplete tenders without Earnest Money will be summarily rejected. Tenders shall be submitted as per the specifications/proforma of the tender, otherwise tenders shall not be considered.
3. The Bank reserves the right to accept or reject any/all tenders in whole or in part without assigning any reason whatsoever.
4. The Bank reserves the right to distribute the job to more than one Printer on L-1 rates as per the requirement of the Bank.
5. Sub-tendering of the job will not be allowed.
6. Goods shall be accepted/received subject to inspection at our godown.
7. Standing terms and conditions of the Bank in force from time to time shall apply.
8. The tenderers are requested to call on our office for getting the sample/clarifications regarding specifications etc., if any, on any working day.
9. No deviation in quality/specification of materials will be permitted.

...7.

: 7 :

10. Rejected goods will be removed from the Bank's premises by Printers immediately within 24 hours failing which these will be disposed of by the bank at printer's cost and no claim for the same shall be entertained. Bank will not be responsible in any respect.
11. Bank reserves the right of imposing penalty before accepting the goods (if useable) for defects (minor or major) and for delays, which shall be final and binding.
12. The Bank generally makes the payment of bills within 15 days after the receipt of bills with receipted challan etc. by crossed 'A/C Payee' cheques. No cash payment will be made.
13. Complete supply will have to be made at our godown at NOIDA or Delhi irrespective of the quantity ordered failing which the cost of transportation, if any, shall be recovered from printer's security deposit or as decided by the Bank to the extent of forfeiting the security deposit of the printer.
14. The successful tenderer shall have to deposit security deposit as per the terms of the tender.
15. Unconditional tenders will only be considered.
16. The Bank reserves the right to increase/decrease the quantity to be printed at any time and without assigning any reason whatsoever.
17. If quantity found less in any packet supplied by the printer, the payment will be made on average basis with additional penalty of 10% of the cost of calendars of that lot.
18. In case of any dispute, the decision of the Asstt. General Manager, Ptg. & Sty. shall be final and binding.

SR.MANAGER

SPECIFICATIONS

A. For Four Sheeter Calendars.

Size	14" x 19" (finished)
No. of Sheets	3 sheets (Three back to back on Art Paper + one fly leaf one side in four colour on Maplitho Paper)
Paper	71cms x 102cms Indian Art Paper 130 GSM and 76cms x 102cms 70 GSM Maplitho paper for fly leaf.
Printing Process	Offset Printing
No.of Colour	Four
Binding Style	Spiral at the top with a Zinc Coated Metal Rod of 12 gauge.
Quantity(Nos.)	5,40,000 Calendars

B. For Four Sheeter Calendars.

Size	17"x22" (finished)
No. of Sheets	3 sheets (Three back to back on Art Paper + one fly leaf one side in four colour on Maplitho Paper)
Paper	58.5x91cms Indian Art Paper 130 GSM and 80 GSM Maplitho Paper for fly leaf.
Printing Process	Offset Printing
No.of Colour	Four
Binding Style	Spiral at the top with a Zinc Coated Metal Rod of 12 gauge.
Quantity(Nos.)	10,000 Calendars

C. For Single Sheeter Calendars

Size	17"x22" (finished)
No. of Sheets	Single sheet (Single side printing)
Paper	58.5x91 cms Indian Art Paper 130 GSM or suitable paper
Printing Process	Offset Printing
No.of Colours	Four
Binding Style	Rimming with 4 MM thick coated metallic sheet at the top & bottom with good quality silken thread for hanging matching the colour scheme
Quantity(Nos.)	7,00,000 Calendars

**PUNJAB NATIONAL BANK
PRINTING & STATIONERY DEPARTMENT
C-13, SECTOR-1, NOIDA-201 301**

PROFORMA FOR QUOTATION FOR PRINTING OF CALENDARS-2010

“Financial Bid”

A. For Four Sheeter Calendars

1.	Rate per 1000 wall calendars in size 14"x19" (finished size) complete in all respects including proofing as per specifications in tender proforma with spiral binding.	Rs._____ per 1000 Calendars Rs._____ per 1000 additional Calendars Rs._____ per 1000 reduced Calendars
2.	Packing Charges per packet of 25 calendars including supply F.O.R. at our godown at NOIDA.	Rs._____ per packet

B. For Four Sheeter Calendars

1.	Rate per 1000 wall calendars in size 17"x22" (finished size) complete in all respects including proofing as per specifications in tender proforma with spiral binding.	Rs._____ per 1000 Calendars Rs._____ per 1000 additional Calendars Rs._____ per 1000 reduced Calendars
2.	Packing Charges per packet of 25 calendars including supply F.O.R. at our godown at NOIDA.	Rs._____ per packet
3.	Rate per 1000 Envelopes for Calendars in size 17"x22" to fit in comfortably using 130 GSM BILT Royal Art Paper or J.K. Art Paper with 4 colour ptg. (i.e. inclusive of Paper, Printing & Making charges). Approx. quantity - 2000 Envelopes	Rs._____ per 1000 envelopes Rs._____ per 1000 additional colour. Rs._____ per 1000 reduced colour

The above quoted rates are confirmed including all govt. levies, tax, octroi, VAT etc.

Contd....

C. For Single Sheeter Calendars

1.	Rate per 1000 wall calendars in size 17"x22" (finished size) complete in all respects including proofing as per specifications in tender proforma binding etc.	Rs._____ per 1000 Calendars Rs._____ per 1000 additional Calendars Rs._____ per 1000 reduced Calendars
2.	Packing charges per packet of 50 calendars including supply F.O.R. at our godown at NOIDA.	Rs._____ per packet

The above quoted rates are confirmed including all govt.levies, tax, octroi, VAT etc.

Signature of tenderer

Date:

Name & Address of Firm with seal