

Kerala Gramin Bank

Head Office: Malappuram
General Administration Wing.
Malappuram-Kerala-676 505.

TENDER NOTICE **Enquiry No. 43/2022**

Quotes are invited from reputed printers for printing and supplying Calendar and Monthly Planner of the Bank for the year **2023 as per the specification.**

(Details of tender for printing **Calendar and Monthly Planner** of the Bank for the year **2023**).

SI No	Particulars	Calender	Monthly Planner
1	Quantity	1,50,000 nos	10000 Nos
2	Size	30Cms W X 56Cms L	19cms W x 25cms L
3	Specifications	3 sheeter - Double side printing. Two months in one page in Good Quality paper 90 GSM, Art paper. Both sides printing-Quality picture in every page. Abridged form of previous and subsequent months in left and right side of bottom of each page.	40 Pages 100 gsm Maplitho Multicolour paper with glossy Plastic cover
Special note- Quote shall be accompanied by an excellent model of each item. Bank's present calendar and Monthly Planner are available at Head office for reference.			

General conditions:

- Printers who are having their own printing facility to print calendars and Monthly Planners and supply system need only submit the quotes. Quotes of agencies who are not having own press will summarily be rejected.
- **The rate quoted should be net, ie- inclusive of all charges, taxes, GST, designing/packing/forwarding charges and all other expenses.**
- Packets containing printed calendars and Monthly Planners should be supplied to various Regional offices situated at different location of Kerala at the cost of printers. (List of these offices is annexed with this Tender notice. Number of calendars/Monthly Planners to be supplied to these offices will be informed at the time of placing final order).
- Besides the general matters which form part of the calendar, the Bank's matter/slogans/logo are to be printed neatly.

- **Quotes-**

The tender is **"Two Envelope Concept"** (Envelope No-1-Technical bid, Envelope No.2- Financial bid)

[Envelope No.1-**Technical bid**- All quotes should contain information regarding experience, expertise in the line of activity, capacity to print large quantity within a specified time, the names & addresses of existing large clients and copy of last two years' financial statements.

Envelope No.2- **Financial Bid**- The actual price quote- Separate covers for Calendar and Monthly Planner and the item wise Net amount quote]

EMD and model-

The following details/samples shall also be enclosed along with the Quote:

- Specimen Calendar/Monthly Planner etc to show the size and quality. Model of Monthly Planner/Calendar.
- A Demand Draft of Rs.**50,000/-** favouring "Kerala Gramin Bank, a/c earnest money calendar/ Monthly Planner drawn on "Malappuram "-Kerala being earnest money deposit.

Mode of submission of quote

Technical bid shall be placed in a sealed cover superscribed **"Cover-1-Technical Bid"** and Financial bid in a separate sealed cover superscribed **"Cover-2-Financial bid"** as the case may be with full postal address, phone numbers, mail ID etc of the printer. Demand draft being the EMD should be placed in a third sealed cover super scribed (**Cover-3-EMD amount"**).

All the above three sealed covers (Cover- 1 to 3) shall be enclosed in a single large sealed cover super scribed **"Quote-"Calendar/Monthly Planner-2023 Enquiry No 43/2022"** .Samples shall be placed in the same cover or else in a separate cover with full details of printer. All Covers should be sent to the following address:

The Assistant General Manager

General Administration Wing,
Kerala Gramin Bank,
Head Office, A.K.Road, Malappuram,
Kerala
Pin-676 505.

Ph: 0483-2733507 (9400999015).

Last date of submission of tender- 24-12-2022, Saturday , 17 hrs.
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Other matters

All quotes should contain address of printing press /concern, details regarding experience, expertise in the line of activity, capacity to print large quantity within a specified time, the names & addresses of existing large clients.

Date of opening of bids- 26-12-2022, Monday at 11 .A.M. Venue- KGB Head Office, A.K.Road Malappuram,Kerala.

- Technical evaluation of the bidders based on "Technical Bid" will be conducted first and those who are found eligible only will be considered for opening the financial bid. Printers who are having their own printing facility to print calendars and Monthly Planners and supply system need only submit the quotes. Quotes of agencies who are not having own press will summarily be rejected.
- "Financial bid" for calendar and Monthly Planner should be submitted in separate sealed covers super scribing the item name, in case any printer/supplier intends to submit quote for both the items.
- Bank reserves the right to accept or reject any quotation without assigning any reason whatsoever.
- The decision of the committee constituted for finalization of the selection of the printer will be final and binding.
- The entire quantity of calendars and Monthly Planners should be delivered to the Bank as above within **7** days from the date of receipt of final work order from the Bank.
- The payment shall be made to supplier after satisfactory completion of the work and delivery of items after observing all legal formalities.
- The quotes containing the lowest price per item as per the above conditions along with all enclosures mentioned above should reach to the Bank to the address shown above on or Before **24-12-2022, Wednesday, 5.pm**

**Malappuram
17-12-2022**

General Manager/GA wing

See Annexure attached also

Annexure to the Tender notice: 43 / 2022

Supply place of Calendar -2023

SI No.	Regional Office	Place
1	Kasaragode	Kasaragode
2	Kannur	Kannur
3	Thalasseri	Thalasseri
4	Kozhikode	Kozhikode
5	Kalpetta	Kalpetta
6	Head Office	Malappuram
7	Thrissur	Thrissur
8	Ernakulam	Ernakulam
9	Kottayam	Kottayam
10	Thiruvananthapuram	Thiruvananthapuram
11	Malappuram	Malappuram

Note- Printed calendars should be supplied in lot to the above offices at the cost of printer. Printed Monthly Planner should be submitted to **Head Office, Malappuram** only. The number of copies to be supplied to each office and detailed address will be informed to the successful bidder while placing the final work order.

General Manager

