

Kerala Gramin Bank

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

TENDER NOTICE **Enquiry No. 07/2023**

Quotes are invited from reputed printers for printing and supplying Calendar and Monthly Planner of the Bank for the year **2024 as per the specification.**

(Details of tender for printing **Calendar and Monthly Planner** of the Bank for the year **2024**).

SI No	Particulars	Calender	Monthly Planner
1	Quantity	200000 nos	10000 Nos
2	Size	30Cms W X 56Cms L	19cms W x 25cms L
3	Specifications	6 sheeter - Double side printing. one month 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/transportation 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.**100,000/-** 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-2024 Enquiry No 07/2023"** .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- 17-11-2023, Friday , 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- **20-11-2023, Monday at 3 .PM. 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 10 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 and tax rules.
- 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 **17-11-2023 Friday , 5.pm**

Malappuram

07-11-2023

General Manager/GA wing

See Annexure attached also

Annexure to the Tender notice: 07 / 2023

Supply place of Calendar -2023

SI No.	Regional Office	Place
1	Kasaragode	Kasaragode
2	Kannur1	Kannur
3	Kannur2	Kannur
4	Kozhikode	Kozhikode
5	Wayanad	Wayanad and Kozhikode
6	Head Office	Malappuram
7	Thrissur	Thrissur
8	Ernakulam	Ernakulam and Alappuzha
9	Kottayam	Kottayam and Idukki
10	Thiruvananthapuram	Thiruvananthapuram
11	Malappuram	Malappuram
12	Pathanamthitta	Pathanamthitta and Kollam
13	Palakkad	Palakkad and 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

KERALA GRAMIN BANK

HEAD OFFICE : MALAPPURAM

Last Date for Submission of Tender is 17-11-2023 ,17:00 hrs

Head Office: Malappuram

General Administration Wing

Malappuram-Kerala-676 505

PROFORMA-A

TECHNICAL BID

1.Name of the Tenderer	
2. Address	
3. Name of the Contact Person	
4. Address	
5.Contact Number	
6.Alternate Contact Number	
7. E-mail Id	
8. GST Registration Number (Enclose Copy of GST Registration Certificate & GSTR-3B form)	
9. PAN Number (Enclose copy)	

10.Date of inception		
11.Experience and Expertise in the field		
12.Whether having own Printing Press		
13.If Yes, Name & Address of the Printing Press		
14. Bank Details	Name of Bank	
	Branch Name	
	Acc. Number	
	Branch e- mail	
	IFSC Code :	

Declaration

I / We hereby declare that the particulars given above are correct and complete. If the transactions are delayed or not effected due to incomplete or incorrect information I would not hold Kerala Gramin Bank responsible. I/We have read the conditions of the tender and agree to discharge the responsibility expected of me /from the company as a tenderer / successful tenderer. I / We do hereby declare that I / We have not been blacklisted by any State Govt./Union Territory/Govt. of India/Govt. Organization for supply of Not of Standard Quality Items /non-supply.

Place :

Seal

Signature

Date :

(Name of Person signing & Designation)

KERALA GRAMIN BANK

HEAD OFFICE: MALAPPURAM

Last Date for Submission of Tender is 17-11-2023, 17:00 hrs

Head Office: Malappuram
General Administration Wing
Malappuram-Kerala-676505

PROFORMA –B FINANCIAL BID

1. Name of the Tenderer :

2. Address :

3. Rate details for 200000 Nos Calendar and 10000 Nos Monthly Planner(**Excluding GST**)

Particulars of Calendar	All inclusive Cost of one Calendar*	Total cost of 200000 Nos of Calendar
Size -30Cms W X 56Cms L 6 sheeter - Double side printing. one month 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.		

Particulars of Calendar	All inclusive Cost of one Monthly Planner *	Total cost of 10000 Nos of Monthly Planner
Size-19cms W x 25cms L 40 Pages 100 gsm Maplitho Multicolour paper with glossy Plastic cover left and right side of bottom of each page.		

*-Cost excluding GST

Place:

Seal

Signature

Date:

(Name of Person signing & Designation)

CHECK LIST

(To be submitted in Envelope No.1- Technical Bid)

Enquiry Number	
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ENVELOPE NO:1 – (TECHNICAL BID) DOCUMENTS		
1.	Proforma – A – Technical Bid	
2.	Photocopy of GST Registration Certificate	
3	Photocopy of GSTR-3B Form	
4	Photocopy of PAN	
5	Name and Address of Printing Press	