

# Kerala Gramin Bank

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

## TENDER NOTICE

Enquiry No. 5 / 2019

Quotes are invited from reputed printers for printing and supplying Diaries and calendar of the Bank for the year **2020 as per the specification.**

(Details of tender for printing **Calendar and Diary** of the Bank for the year **2020**).

SI No	Particulars	Calender	Diaries (2 Types)	
1	<b>Quantity</b>	<b>2,50,000</b> nos	1)Medium- <b>30,000</b> nos	2) Executive Diary- <b>500</b> no's
2	<b>Size</b>	30Cms <b>W</b> X 56Cms <b>L</b>	21Cms <b>L</b> X13.6Cms <b>W</b> .	Large-24 Cms <b>L</b> X 18 Cms <b>W</b>
3	<b>Specifications</b>	<b>3 sheeter</b> - Double side printing. Two month in one page <b>in Good Quality paper 90 GSM</b> , 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.[Out of total <b>2.5 lac</b> nos, <b>11000</b> nos should be printed in <b>Kannada</b> language instead of Malayalam.]	Two day a page, Saturday and Sunday clubbed , with Banks write up and other general information having <b>32 pages</b> for <b>5000</b> no's and only <b>10 pages</b> for <b>25000</b> nos. Single colour on <b>sun shine paper 60 gsm</b> Bhadrachalam Cover, HB Classic finish ( Popular HBX). Good marker Twine.	Excellent hard Flux outer Cover with Bank's name and logo printed in golden colour Letters. Card placing space in Inside Front cover .Good quality Shine paper <b>70gsm</b> .One day a page, Saturday and Sunday Clubbed, with Bank's write up and other general information having <b>32 pages</b> . Year planner. Address space and Telephone Index-10 pages. Multicolour World Map, Map of Kerala. Good Marker Twine.

**Special note- Quote shall be accompanied by an excellent model of each item. Bank's present calendar and diary are available at Head office for reference.**

### General conditions:

- Printers who are having their own printing facility to print calendars and diaries 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 diaries and calendars 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/diaries 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 diary and the item wise Net amount quote]

### **EMD and model-**

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

- Specimen paper /diary/calendar etc to show the size and quality. Model of Diary/Calendar.
- A Demand Draft of Rs.**50,000/-** favouring "Kerala Gramin Bank, a/c earnest money calendar/diary 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/Diaries-2020 Enquiry No 5/2019"** .Samples etc 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 Chief Manager**

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

**Ph: 0483 2734847, 0483-2733507 (9400999015).**

**Last date of submission of tender- 07-08-2019, Wednesday, 17 hrs.**

**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- 14-08-2019, Wednesday 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 diaries 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 diary 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 diaries should be delivered to the Bank as above within **30** 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 07-08-2019, Wednesday, 5.pm

**Malappuram  
17-07-2019**

**General Manager/GA wing**

**See Annexure attached also**

**Annexure to the Tender notice: 5 / 2019**

**Supply place of Calendar -2020**

<b>SI No.</b>	<b>Regional Office</b>	<b>Place</b>
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

Note- Printed calendars should be supplied in lot to the above offices at the cost of printer. Printed diaries 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**