

Kerala Gramin Bank

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

TENDER NOTICE **Enquiry No. 5 /2018**

Quotes are invited from reputed printers for printing and supplying Diaries and calendar of the Bank for the year **2019 as per the specification.**

(Details of tender for printing Calendar and Diary of the Bank for the year 2019).

Sl No	Particulars	Calendar	Diaries (2 Types)	
1	Quantity	3,50,000 Nos	1) Big- 40,000 nos	2) Executive Diary- 1000 nos
2	Size	34 CmsW X 55 Cms L	21CmsLX13.6 Cms W.	Large-24 Cms LX 18 Cms W
3	Specifications	6 sheeter- Double side printing. one month in one page in Good Quality paper 90 gsm , Art paper BILT Size. Both sides printing- Quality picture in one third portion of every page. Abridged form of previous and subsequent months in left and right side of bottom of each page. [Out of total 3.50 lac nos, 15,000 nos should be printed in Kannada language instead of Malayalam]	One day a page, Saturday and Sunday clubbed,with Banks write up and other general information having 32 pages. Single colour on sun shine paper 60 gsm Cover, HB Classic finish (Popular HBX)	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 70 gsm. One day a page, Saturday and Sunday Clubbed, with Bank's write up and other general information having 32 pages. 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, Copy of balance sheet of, expertise in the line of activity, capacity to print large quantity within a specified time, the names & addresses of existing large clients.

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-2019 Enquiry No....."**. 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- 30-06-2018, saturday , 15 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- 07-07-2018, Thursday 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 sealed separate 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 **30-06-2018, Saturday, 3.pm**

**Malappuram
07-06-2018**

General Manager/GA wing

See Annexure attached also

Annexure to the Tender notice: 5 / 2018

Supply place of Calendar -2019

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

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