



Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

TENDER FOR PRINTING OF ANNUAL REPORT 2014-15

Tender reference No.HO:GAD:2015-16: 01 dt. 22.05.15

Tender reference	HO/GAD/2015-16: 01 dated 22.05.2015
Start date of tender	23.05.2015
Last date for submission of Bids	01.06.2015 upto 2.30 PM
Address for communication	General Manager Uttar Bihar Gramin Bank Head Office, Kalambagh Chowk, Sharma Complex, Muzaffarpur, Bihar – 842 001

Invitation for tender

Uttar Bihar Gramin Bank invites quotations from the empanelled stationery printers for the printing and supply of the Annual Report 2014-15 as per the details given hereunder and subject to terms and conditions given below as per Annexure-I:-

Tender should be forwarded in properly sealed envelope addressed to :-

**General Manager(OPR)
Uttar Bihar Gramin Bank
Head Office, Kalambagh Chowk,
Muzaffarpur – 842 001 (Bihar)**

01	Superscribe quotation notice number and due date over the envelope and deliver/post to above address.
02	Specimen of annual report 2014 is available for inspection at above address.
03	All other terms and conditions are as per Annexure – I
04	Quotation to be submitted on Annexure – II format along with sample paper as specified below. Quotation submitted in any other form is liable for rejection
05	Quotation should be delivered at our Head Office on or before 01.06.2015, 2.30 PM.
06	Please quote your competitive rates including cost of paper, designing, printing, packing, transportation, labour charges and all types of taxes applicable thereon.
07	Proof checking of Annual report is to be done at OPR department of Bank at Head Office.
08	Quotation received up to due date and time will be opened on 01.06.2015 at 3.30 PM in presence the of committee members. Change, if any, for opening the quotations will be advised over telephone.

[**R. K. Rungta**]
GENERAL MANAGER

PARTICULARS OF ITEM

ITEM DISCRIPTION	QUANTITY
ANNUAL REPORT 2014-15	1200 Copies of Annual Report of the Bank.
Size 9.75" x 8" Multicolor Printing Both sides Size of Book - 9.75" x 8" after finishing Inner Page – 60 sheets 120 pages (Art paper of 90 GSM) Cover page – Art board 250 GSM) Cover page one side laminated.	

Annexure – I

TERMS & CONDITIONS

1	Quotation with counter conditions will not be entertained.
2	The rates quoted should be valid for at least 60 days from the date of opening of quotation.
3	The rates quoted are required to be inclusive of all type of costs, charges, taxes FOR at Head Office.
4	It may be noted that once the order is accepted, you will be bound to execute it within the period specified and no request for increase in the rate subsequently nor any excuse for not executing the order on account of non availability of paper will be entertained.
5	Bank will not pay any advance to the printer against the order, if any placed.
6	If after delivery, it comes to notice that the paper/card sheet used is not exactly according to the specification/quality stipulated, such supply will be rejected at the supplier's cost.
7	In case of delay in printing and supply, the Bank reserves the right to impose financial penalty.
8	The Bank need not necessarily accept the lowest rate and the decision of the bank in this regard will be final. Bank reserves the right to ask for the Bank guarantee/EMD (maximum up to 10% of order value), for the proper execution of work.
9	Penalty for delayed supplies will be on pro-rata basis i.e. 2% for each block of 5 days.
10	Bank reserves the right to reject any/all quotations without assigning any reason for rejection.

Annexure – II
QUOTATION FORM

Sl. No.	ITEM	QUANTITY	RATE PER BOOK	TOTAL COST
1	Annual Report 2015	1200 copies Annual Report		

(Inclusive of all taxes/transportation etc).

The rate quotes are inclusive of all types of costs, charges, transportation, taxes FOR at Head Office, Kalambagh Chowk, Muzaffarpur.

SIGNATURE
SEAL OF FIRM

DATE.....

PLACE.....

Encl. :: Sample paper/card sheet.