



অসম গ্ৰামীণ বিকাশ বেঙ্ক
ASSAM GRAMIN VIKASH BANK

A joint undertaking of Govt. of India, Govt. of Assam & Punjab National Bank)
Head Office: Adam's Plaza, Christianbasti, Guwahati – 781005, Assam
Website:: www.agvbank.co.in, E-mail: agvbank@yahoo.co.in, Phone: 0361-2346001

TENDER FOR CALENDAR

Assam Gramin Vikash Bank Head Office invites sealed tender (two bid system) from reputed Printing Firms having well experience and own printing press with accompanying printing machines for design, printing, mounting and supply of single sheet multi coloured Calendar for the year 2025.

The detail tender document is available in Bank's website www.agvbank.co.in. The last date for submission of bid is 18-11-2024. Please note the decision of the Bank will be final and binding.

Date: 29-10-2024

Place: Guwahati

S/d
GENERAL MANAGER



SECTION – I

NOTICE OF INVITING TENDER:

Tender Ref No. P&D/229/02 /2024-25 date: 30-10-2024

Assam Gramin Vikash Bank Head Office, Adam's Plaza, Christianbasti Guwahati- 781005 (Assam) invites Sealed **Tenders (2 part sealed Bid, Technical & Financial)** from Offset Printers having own multi colour printing infrastructures for design, printing, mounting and supply of single sheet calendar for the year 2025 as per following specifications:

Sl. No.	Particulars	Specification	Size	Quantity required
1	Single Sheeted Calendar	Multi colour single sheet printing as per design and specification provided by the Bank on 170 GSM Art Paper complete with both side tin mounting and designing	20" X 30"	37000 pcs

- a) Name of work : Printing and supply of multicolored single sheet calendar as per specification given above to Bank's Head Office and 09(nine) Regional Offices at Guwahati, Golaghat, Dibrugarh, Lakhimpur, Tezpur, Nalbari, Diphu, Kokrajhar and Silchar.
- b) Time of Completion : 15 days
- c) Earnest Money : **Rs.5,000.00** by crossed Demand Draft/ Pay Order payable at Guwahati and drawn in favor of Assam Gramin Vikash Bank to be submitted with the Bid **(Tender without earnest money in proper form will be rejected)**
- d) Security Deposit : Successful bidder will have to deposit Security Deposit 5% of the contract value in the form of Fixed Deposit.
- e) Release of Security Deposit : After successful execution of work order.
- f) Availability of Tender Document : General Manager
Assam Gramin Vikash Bank
Head Office, Adam's Plaza,
Christianbasti Guwahati
781005, Assam
- g) Time and date of Submission of tender : Up to **03.00 P.M. on 18-11-2024**
- h) Time and date of Opening of tender : **At 4.00 P.M. on 18-11-2024**



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- i)* Venue of Opening Tenders : Head Office
Assam Gramin Vikash Bank,
Adam's Plaza, Christianbasti, Guwahati - 781 005
Assam
- j)* Tender to be addressed and submitted to : **The General Manager**
Assam Gramin Vikash Bank,
Head Office, Adam's Plaza, Christianbasti
Guwahati - 781 005, Assam
- k)* Clarification, if any to be obtained from : Planning & Development Department
Assam Gramin Vikash Bank
Head Office, Adams Plaza, Christianbasti,
Guwahati-781005
- l)* Validity of Tenders : 3 (three) calendar months from the last
date of submission of Tender
- m)* Taxes : GST at applicable rate shall be paid as extra.
- n)* Delay in submission: Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service.
- o)* All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- p)* The acceptance of tender will rest with Assam Gramin Vikash Bank which does not bind itself to accept the lowest or any tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.
- q)* In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day.
- r)* Conditional Tenders will be summarily rejected.
- s)* The Bank also reserves to itself the right of accepting the whole or any Part of the tender and the tenderers shall be bound to perform the same at the rates quoted.
- t)* Bank's decision will be final and binding in all the matters.

This has approval of the competent authority.

Head Of the Department
Planning & Development
Assam Gramin Vikash Bank, Head
Office
Adam's Plaza, Christianbasti,
Guwahati, Assam



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ASSAM GRAMIN VIKASH BANK

HEAD OFFICE

ADAM'S PLAZA, CHRISTANBASTI, GUWAHATI-781005, ASSAM

SECTION – II

TENDER
DOCUMENTS
FOR

Printing and supply of multicolored single sheet Calendar
as per specification provided to Bank's Head Office and 09(nine) Regional Offices





TENDER PROCEDURE

Envelop-1 (Technical Bid)- Should contain the following in a **sealed envelop** superscribed “TECHNICAL BID”

- Tender document (Section I & Section II) signed on all pages with rubber stamp, signifying the acceptance of Terms and Conditions of the Tender.
- The EMD in the form of Demand Draft of **Rs 5,000/-** in favour of Assam Gramin Vikash Bank.
- Detail as per **Annexure-I**

Envelop -2(Financial Bid): Financial bid to be submitted in a **sealed envelope** super scribed :FINANCIAL BID”containing **Annexure-2**.

Financial bid shall be inclusive of all components of Design and execution including materials, printing, binding,packing,dispatch/delivery etc.

The two envelops shall be submitted in 1 (one) overall cover super scribed “ AGVB TENDER FOR CALENDARS 2025”

Please note that:

- Tender submitted without ALL the above shall be rejected summarily.
- As far as possible corrections in the tender documents to be avoided. However in case of any corrections, the same should be authenticated by the person who is signing the Tender. Over writing on the tender document is not permitted.
- The Tender should be forwarded in the official letter head of the tenderer.
- The Tender should be addressed to “**The General Manager, Assam Gramin Vikash Bank, Head Office, Adam’s Plaza, Christianbasti Guwahati-781005, Assam**” and reach the office on or before date fixed and notified in the tender document as mentioned in the cover page.
- The Tenders will not be received after the due date and the time fixed. However, if the **Bank** desires to extend the time limit, it can do so by informing all the tenderers either before the due date and time fixed for submission or after the due date and time.
- In case the due date for submission / opening of the tender is declared as a public holiday in the State, (where the tender document is to be submitted), the time limit will be automatically changed to the next working day at the same time.
- Incomplete tenders are liable to be rejected.

A. Eligibility Criteria:

Following is the minimum (compulsory) eligibility criteria for the bidder and necessary supporting documents to be submitted.

- The Bidder’s gross income should be more than 5 lakh during each of the previous 3 financial years (2021-22, 2022-23 & 2023-24).
- The bidder should have Industries registration certificate/Udyog Aadhar Registration certificate.
- Copies of GST Registration Certificates along with Balance Sheet & Income Tax Returns for last three years to be submitted.
- Copy of PAN card.
- Copies of work orders received from Govt/Semi. Govt/PSU organisations, banks for multicolored printing works during the preceding two years.
- The Bidder should not have been barred/black listed by any Regulatory/ Statutory Authority/PSU/Govt undertaking in India.



B. Opening of the Tender:

1. The sealed tenders will be opened in the presence of the authorized Officers from **Head Office** on the day and time as specified in Section I.
2. The Financial Bid will be opened for Bidder who have qualified in the Technical bid only.
3. Intending tenderers who wish to be present at the time of opening of tenders may be present at the office address as mentioned in Section I, on the day fixed for opening of the tender.
4. **AGVB Head Office** / reserves the right to accept / reject summarily any / all tenders in whole or part thereof without assigning any reason whatsoever and also does not bind itself to accept the lowest or any other tender.
5. It will be open to **Head Office** / to negotiate the terms including the rates quoted with the lowest tenderer. The negotiated price by **Head Office** / will be the contract value and work order will be placed for the said amount.

C. Earnest Money Deposit will be forfeited, if the contractor:

- Revokes the tender or increases the earlier quoted rates within the validity period.
- Refuse, delay to sign and execute the contract after tender is accepted.
- Does not commence the work within the time specified in the letter of intent/work order or 7 days from the issue of such letter, whichever is later.

D. Security Deposit: Successful bidder will have to deposit of 5% of the contract value as Security Deposit in the form of Fixed Deposit which will be released after successful execution of work order.

E. Execution of Work : The work to be completed within 15 days from the date of issue of work order. If the tenderer fails to accomplish the work within the stipulated time mentioned in the work order, the **Head Office**/ will have liberty *to impose penalty @ 2% of the certified final bill per week* of delay subject to an overall limit of 10%, without prejudice to other remedies available.



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Annexure-I

TECHNICAL BID

<u>Particulars to be submitted by Bidder</u>	
1	Firm name with Registered Address, Telephone/Fax no. on the letter head of the bidder
2	Industries registration certificate/Udyog Aadhar Registration certificate
3	Contact Person: Name, Designation, Mobile No, email on letter head of the bidder.
4	Copies of GST Registration Certificates
5	Balance Sheet and Income Tax Returns for last three years (2021-22, 2022-23 & 2023-24)
6	Copy of PAN card.
7	Copies of work/supply orders received from Govt/Semi. Govt/PSU organisations, Banks for supply of Calendars during the preceding three years.
8	Declaration on the letter head of the bidder stating that "The Bidder has never been barred/black listed by any Regulatory/Statutory Authority/PSU/Government Undertaking in India

**SIGNATURE OF CONTRACTOR
WITH RUBBER STAMP**



Annexure – II

**FINANCIAL BID FOR SINGLE SHEET MULTICOLORED CALENDER
(Quantity: 37000)**

I/We have carefully and thoroughly read the item specification and scope of work, along with all other terms in this document. In accordance with the same, I/we hereby submit the Financial Bid as under:

Printing, supply and delivery of Single Sheet multicolored calendar to AGVB Head Office and its 09(nine) Regional Offices to be printed in 170 GSM art paper @ Rs...../-per unit (In words, Rupees.....only) **inclusive of all applicable taxes.**

SIGNATURE OF TENDERER WITH RUBBER SEAL

Annexure- A

SL No	Offices & Address	No of Calendars to be Delivered
1	AGVB Head Office, Adam's Plaza, Christianbasti, GS Road.	1150
2	Regional Office : Diphu Cooperative Building, Diphu Main Road Karbi Anglong, PIN-782460 Contact No.7002986488	3700
3	Regional Office : Dibrugarh C R Building, Milannagar Dibrugarh, PIN-786003 Contact No.7002986485	3900
4	Regional Office : Golaghat Kushal Path New Amolapatty P.O. & Dist-Golaghat, PIN-785621 Contact No.7002986480	3850
5	Regional Office : Guwahati Rajgarh Road Chandmari, Guwahati, PIN-781003 Contact No.7002986481	4300
6	Regional Office : Kokrajhar Thana Road P.O. & Dist- Kokrajhar, PIN-783370 Contact No.7002986483	4000
7	Regional Office : Lakhimpur Hospital Road North Lakhimpur, PIN-787001 Contact No.7002986482	3800
8	Regional Office : Nalbari P N C Road P.O. & Dist- Nalbari, PIN-781335 Contact No.7002986479	4300
9	Regional Office : Silchar Ambicapatty (Chowrangee) Silchar, Cachar PIN-788004 Contact No.7002986484	4000
10	Regional Office : Tezpur Tribeni Complex, Kachari Gaon Sonitpur, PIN-784001 Contact No.7002996230	4000
TOTAL		37000