

ASSAM GRAMIN VIKASH BANK



HEAD OFFICE
MAHAPURUSH SRIMANTA SANKARDEV PATH(G.S ROAD),
BHANGAGARH, GUWAHATI-781005
(ASSAM)

NOTICE INVITING TENDER
FOR EMPANELMENT OF VENDOR FOR
PRINTING AND SUPPLY OF STATIONERY ITEMS
TO
ASSAM GRAMIN VIKASH BANK

REFERENCE NO. ACCTS & INVT/01/2019-20 DATED 03-06-2019

CALENDER OF EVENTS

Sl. No	EVENT	DATE & TIME
1	Last Date and Time of Submission	24-06-2019 up to 4.00 PM
2	Date of Opening of Technical Bid	25-06-2019 at 3.00 PM
3	Date of opening of Financial Bid	26-06-2019 at 3.00 PM

**NOTICE INVITING TENDER FOR EMPANELMENT OF VENDOR FOR PRINTING
AND SUPPLY OF STATIONERY ITEMS TO ASSAM GRAMIN VIKASH BANK**

Sealed Tenders are invited from eligible printing press / establishments for empanelment of vendor for printing & supply of different types of forms , ledgers , books , hand bills etc. and supplying to Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G S Road),Bhangagarh, Guwahati – 781005, Assam and Regional offices of the Bank at Guwahati, Silchar ,Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu and Dibrugarh. The full advertisement covering the eligibility criteria and all other details are available in Bank's website www.agvbank.co.in

“Interested Printing concerns may submit their offers in the specified format to the General Manager , Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G.S Road),Bhangagarh, Guwahati – 781005, Assam, within the date and time specified in the advertisement.

Tender Reference	ACCTTS & INVT/01/2019-20	Date: 03-06-2019
Last Date, Time and place for submission of bids	24-06-2019 up to 4.00 pm. at , - Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G.S Road),, Bhangagarh,Guwahati-781005	
Opening of Technical Bid	25-06-2019 at 3:00 pm at Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G.S Road),, Bhangagarh,Guwahati-781005	
Opening of Financial Bid	26-06-2019 at 3:00 pm at, Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G.S Road),, Bhangagarh,Guwahati-781005	
Earnest Money Deposit	Rs. 20,000.00(Rupees Twenty Thousand)only	

Date: -03-06-2019, Guwahati.

GENERAL MANAGER

INSTRUCTION TO TENDERERS:

1. Bidders are required to go through the instructions and terms and conditions of the tender before submitting their offer.
2. This Tender is for Printing of different types of forms, ledgers, books, handbill etc. as per standard specification of the Bank and supplying to the Head Office / Regional Offices at Guwahati, Silchar, Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu and Dibrugarh for a period of two years subject to extension up to one year at the discretion of the Bank.
3. Conditional and incomplete tenders are liable to be rejected.
4. The competitive bids shall be in two parts viz. Technical Bid and Financial Bid. Both Technical and Financial Bids shall be submitted in separate sealed envelopes super scribing "TECHNICAL BID" on top of the envelope containing the technical bid and "FINANCIAL BID" on top of the envelope containing financial bid. These two separate sealed envelopes should be put together in another sealed envelope, super scribing the tender Notice No. and Date. The financial bid will contain only the price schedule. If the technical bid of the bidder is found incomplete or there is lack of requisite document(s), it will be rejected and in such case the financial bid of the tenderer will not be opened.
5. Quantum of printing works as mentioned is indicative and subject to variation without notice.
6. Sample of forms, ledgers books and handbills etc. to be printed, can be checked at Accounts and Investment Department, Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G S Road), Bhangagarh, Guwahati – 781005, Assam during the working hours.
7. Item-wise rate quoted, should be inclusive of all charges i.e., cost of paper, binding, stapling, stitching, and printing charges, GST and all other applicable levies.
8. Income Tax and any other applicable taxes/charges will be deducted at source from the bills at the rates applicable from time to time.
9. Successful tenderer will have to execute an Agreement with the bank for carrying out the works as per approved rate.
10. The printing of a particular item may not be perennial in nature.
11. No enhancement on the approved rate due to price escalation or otherwise will be entertained during the contract period as specified in point no 2 above.

12. The tender document is not transferable.
13. Tender documents received without seal and signature of the proprietor/partner/authorized signatory, are liable to be rejected.
14. Canvassing directly or indirectly by the tenderer will disqualify the tender.
15. The rates should be quoted both in Figures and in Words inclusive of cost of paper, printing, binding and should include of GST/Packing/Forwarding/Delivery charges up to the premises of Bank's Head Office and Regional Offices at Guwahati, Silchar ,Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu and Dibrugarh. In case of any discrepancy in quoting the rates in figures and words, the rate quoted in words will be treated as final for deciding acceptance or rejection by the bank.
16. No request for correction of rates/submission of any left-out tender documents will be entertained after its submission.
17. The requisite security money must be deposited by the successful bidders within 7(seven) days of acceptance of the tender failing which, the offer extended, shall be cancelled without giving any notice/ reasons thereof.
18. Item-wise lowest bidders shall qualify for acceptance of the bid for such items only and shall be empanelled for printing of such items only for which the bidder was selected as L.1
19. Bank may decide to distribute items to different firms, in case the same lowest price is quoted by different firms against the same item.
20. A bidder qualified as L.1 against different items including items quoted by other bidders for the same lowest price shall get preference over other bidders not qualified for such other items.
21. The items may be procured by the bank in phases according to necessity.
22. Bank is not bound to accept the lowest bid.
23. The tender will be evaluated by a committee which shall finalize the successful bidder.
24. Any attempt or negotiation directly or indirectly on the part of the tenderer before or after submission of the tender or any endeavourer to secure interest for actual or prospective tender to influence by any means the acceptance of the particular tender, is liable to be excluded from consideration.
25. The Bank reserves the right to reject any or all the tenders without giving any notice/ assigning any reasons thereof.
26. The decision of the Bank will be final in deciding the tender.

ELIGIBILITY:

1. The Bidder should have own Printing Press/Establishment operating in India.
2. The Bidder should be financially sound and should have earned profit during last three financial years. The Audited Annual Financial Statements for last three years, as documentary evidence in this respect are to be provided.
3. Yearly Printing Sales Turnover during last three financial years (2015-16, 2016-17 and 2017-18) of the Bidder firm must not be less than Rs.50.00 lakhs.(Rupees Fifty lakh only) . Audited copy one each of the Balance Sheet, Trading and Profit & Loss A/C statements and Income Tax Return for the last three financial years, as aforesaid, is to be submitted. Bidders having fewer turnovers than stipulation as indicated above will be rejected.
4. The Bidder should be the Owner / Partner (in case of Partnership firm) /authorized signatory (ies) (in case of Company) / Original power of attorney (in case of any other person signing in the Tender Document) of the Printing concern participating in the tender.
5. The Bidder should be engaged in Printing Works at least for last financial years. Valid Registration Certificate issued by any State or Central Govt. of India / SSI Certificate for printing press should be furnished as documentary evidence.
6. The Bidder should possess valid Trade License for dealing with printing stationery items.
7. The Bidder should not be a defaulter to any Bank in Payments of its Dues and an affidavit to this effect is to be submitted.
8. The Bidder should not have any statutory due pending for payment and an affidavit to this effect is to be submitted.

TERMS & CONDITIONS:

1. The tenderer will be required to print the forms, ledgers, books, handbills etc. on gauge of paper as per quality and weight(GSM) specified by Assam Gramin Vikash Bank.
2. In case of any deviation in quality/quantity of the items supplied than the specified standard, such items shall be rejected and will have to be replaced immediately as per standard, if opted by the Bank.

3. The printed forms, ledgers, books, handbill etc. shall have to be delivered to Bank's Head Office at Guwahati and/or Regional Offices at Guwahati, Silchar, Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu and Dibrugarh without any extra charges towards transportation, loading, unloading etc. In other words, the rate quoted against the items by the tenderer will be inclusive of all such charges/ taxes in addition to the cost of paper, printing, binding etc and to render delivery to the premises of the Bank's head Office at Guwahati and / or Regional Offices located in centers mentioned above.
4. Delivery of Printed forms, ledgers, books, handbill etc. shall have to be made within the specified time as would be mentioned in the supply order(s).
5. The items will be procured as per time-to-time requirements of the Bank which is normally assessed on the basis of indents received by the Bank from its Branches / Offices.
6. The delay in supplying or failure to supply any item as per order without valid reason will attract imposition of penalty to the extent of 10% of the order value to be charged to the supplier and in such cases, the bank will cancel the order and procure the items from other sources. Such penalty will be realized from the pending / forthcoming bills, security deposit etc. of the vendor, at the discretion of the Bank.
7. The forms, ledgers, books, handbills etc. will be printed as per prescribed sample with Bank's logo therein.
8. The item-wise rates quoted by tenderer will remain valid for a minimum period of two years from the date of agreement executed with the successful bidder and may be extended by the bank for further period of one year.
9. The rate should be neatly written/typed out both in figure and in word in English without over-writing. However any unavoidable overwriting must be authenticated with signature of the tenderer with seal. In case of any discrepancy in quoting the rate in figures and words the rate quoted in words will be treated as final for deciding acceptance or rejection by the Bank.
10. Items are to be printed with Bank's logo, wherever specified.
11. Bank reserves the right to accept any tender or part thereof or to reject any or all tenders without assigning any reason thereof. The Bank shall not incur any liability to the affected bidder(s) on account of rejection of any bid. The Bank shall not be obliged to inform the affected bidder(s) of the ground for the Bank's rejection.
12. The Bank reserves the right to re-tender.
13. Tender documents can be downloaded from the Bank's Website.

14. The bidders will be required to deposit a sum of Rs.20000/- (Rupees twenty thousand only) In the form of Demand Draft payable at Guwahati in favour of Assam Gramin Vikash Bank, Head Office, Guwahati as Earnest Money Deposit(EMD) to be submitted along with Technical Bid. The EMD shall be refundable after completion of the tender process on receipt of individual application from the bidders and shall earn no interest from the Bank.
15. It is normally presumed that the stock of requisite materials quoted for, are available with the tenderers. However, in case the lowest tenderer is not agreeable or unable to supply the goods due to any reason, negotiation can be held with the second lowest bidder for supply of these goods at the second lowest quoted rate. Alternatively, the Bank may go for fresh tendering following the usual procedure, if the situation so warrants.

SUBMISSION OF BID:

Both Technical and Financial Bids shall be submitted in separate sealed envelopes super scribing "TECHNICAL BID" on top of the envelope containing the technical bid and "FINANCIAL BID" on top of the envelope containing financial bid to be marked as Envelope "A" and "B" respectively.

In envelope "A" the requisite documents as mentioned below may be submitted and it should be super scribed as "TECHNICAL BID"

- a. Valid Trade License for dealing with printing stationary.
- b. Valid Registration Certificate issued by state Govt./SSI certificate for printing press.
- c. PAN Card.
- d. Income Tax Return copy for last three years 2015-16,2016-17 and 2017-18.
- e. Balance Sheet and Trading and Profit & Loss a/c for last three years 2015-16, 2016-17 and 2017-18.
- f. Original registered power of attorney in case any person other than the tenderer signing in the Tender document.
- g. In case of partnership firm, authenticated copy of partnership deed.
- h. In case of Company, authenticated copy of Certificate of Incorporation, Certificate of Commencement of Business, Memorandum of Association / Articles of Association, requisite Board resolution etc.
- i. Filled-in declaration-Annexure II.
- j. Information sheet required by the Bank- Annexure III

- k. Earnest Money Deposit of Rs.20000/- in the form of Demand Draft payable at Guwahati in favour of Assam Gramin Vikash Bank, Head Office, Guwahati
- l. Affidavit specifying no statutory dues to be paid to any authority and not a defaulter to any Bank.
- m. GST registration certificate.

If the technical bid of the bidder is found incomplete or lack of requisite document(s), it will be rejected and in such case the financial bid of the tenderer will not be opened.

In envelope "B: item-wise rates are to be quoted in the price bid of the tender documents and is to be submitted super scribed as "FINANCIAL BID". The financial bid will contain only the price schedule.

These two separate sealed envelopes should be put together in another sealed envelope addressed to the General Manager, Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path (G S Road),Bhangagarh, Guwahati – 781005 duly super scribed as "TENDER FOR PRINTING OF FORMS,LEDGERS, BOOKS, HANDBILLS etc" along with tender No .and Date.

The tender shall be dropped in the specified Tender Box which shall be made available for the purpose at Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path,Bhangagarh (G.S Road), Guwahati – 781005, Assam within 1600 Hrs. of 24th June,2019 or shall be sent by registered post so as to reach Bank's Head office at the following address before this scheduled time. Any bid received after the said date and time shall be rejected. The Bids shall be addressed and submitted to:

The General Manager
Assam Gramin Vikash Bank,
Head Office,
Mahapurush Srimanta Sankardev Path (G.S Road)
Bhangagarh,
Guwahati – 781005
Assam.

OPENING OF BID:

1. The Technical Bid of tender will be opened at 1500 hrs. of 25th June, 2019 in the Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path, Bhangagarh (G.S Road), Guwahati – 781005, Assam and the Financial Bid of tender will be opened at 1500 hrs. of 26th June, 2019 in the Assam Gramin Vikash Bank, Head Office, Mahapurush Srimanta Sankardev Path, Bhangagarh (G.S Road), Guwahati – 781005, Assam.
2. On 25th June, 2019 the tender opening committee of the Bank will open the envelope “A” i.e. the Technical Bid. This technical bid will be evaluated by a Evaluation Committee (EC) of the Bank to ascertain whether the tender satisfies the condition of Technical bid and the evaluation committee will accordingly give their remarks. If the technical bid of the bidder is found incomplete or lack of requisite document(s), it will be rejected.
3. On 26th June, 2019 the financial bids will be opened in respect of the Tenders which will be found valid after the evaluation of the Technical Bids evaluated by EC and subsequently approved by the Bank. The financial bid i.e. the envelope “B” will not be opened for those disqualified in the Technical bids. The decision of the tender calling authority in this regard will be final.
4. Bidders or one of their authorized representative, if so desire, may attend to witness the Bid opening. No complain on matters relating to bid opening will be entertained afterwards if they remain absent at the scheduled time of bid opening.

VALIDITY:

The accepted bid shall be valid for a period of two years from the date of agreement which shall be extendable for one more year if opted by the Bank. However, if there is any fall in the cost price of printing & stationery items, the bidder shall reduce the price accordingly.

The Bank shall have the right at its absolute discretion to place further orders on the selected bidder for future requirement on the rates finalized in this processing within the validity period.

REJECTION OF BID:

The bid is liable to be rejected if :-

1. It is not in conformity with the instructions mentioned in this tender document.
2. It is not properly/duly signed.
3. It is received through Fax, e-mail, Telex or Telegram etc.
4. It is received after expiry of the due date and time.
5. It is incomplete including non-furnishing the required documents.
6. It is evasive or contains incorrect information.
7. There is canvassing of any kind.

FORCE MAJEURE:

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Bank as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the Contract, such as

1. Natural phenomena, including but not limited to floods, draughts, earthquakes, epidemics.
2. Acts of any Governments, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes.
3. Terrorist attacks, public unrest declared by Government in work area:

Provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the bank shall not be liable for delay in performing his / her / its obligations resulting from any Force Majeure cause as referred to and/or defined above.

LIQUIDATED DAMAGES (LD):

1. In case of , the delay in supplying or failure to supply any item as per order without valid reason will attract imposition of penalty to the extent of 10% of the order value subject to minimum of one half of one percent(0.5%) of the order value for each calendar week of delay or part thereof to be charged to the supplier as 'Liquidated Damages for Late / No Delivery' and, in such cases the bank may refuse to accept late delivery, cancel the order and procure the items from other sources. Such penalty will be realized from the pending / forthcoming bills, security deposit etc. of the vendor.
2. If the selected Bidder fails to complete the due performance of the contract in accordance to the specification and conditions of the bid document, the Bank reserves the right either to cancel the entire order placed on the selected bidder or to accept performance already made by the bidder. The Bank reserves the right to recover a suitable amount as deemed reasonable by the Bank as 'Liquidated Damages for non-performance'.
3. Both the above LDs are independent of each other and are applicable separately and concurrently.

LD is not applicable for reasons attributable to the Bank and Force Majeure. However, it is the responsibility/onus of the bidder to prove that the delay is attributed to the Bank and Force Majeure. The bidder shall submit the proof authenticated by the bidder and Bank's official that the delay is attributed to the Bank and Force Majeure along with the bills requesting payment.

AUTHORISED SIGNATORY:

The selected bidders shall indicate the authorized signatories who can communicate with the Bank, with regard to the obligations under the contract. In case of Company, the selected bidders shall submit at the time of signing the contract, a certified copy of the resolution of their Board, authenticated by Company Secretary, authorizing an official or officials of the Company to communicate, sign agreements/contracts with the Bank, raise invoice and accept payments and also to correspond.

Selected bidders shall furnish proof of signature identification for above purposes as required by the Bank

SECURITY MONEY:

1. The successful bidders will be required to deposit Rs.50,000/- (Rupees Fifty thousand) only in the form of Call Deposit pledged in favour of Assam Gramin Vikash Bank, Head Office, Guwahati at any of the branches of Assam Gramin Vikash Bank at Guwahati as security deposit.
2. The successful bidders will be required to sign an Agreement Deed for the contract with Assam Gramin Vikash Bank, Head Office, Guwahati on Non-Judicial Stamp Paper of Rs.100.00 (Rupees One hundred) only at their own cost. If the successful bidders fail to sign the Agreement by the stipulated date, the tender will be cancelled. The draft tender agreement is also annexed to this document as annexure –I.
3. The Security Deposit Instrument i.e the Call Deposit receipt will be retained by the Bank throughout the agreement period without any interest.

EVALUATION

1. A Tender Evaluation Committee (TEC) appointed by the Chairman of the Bank shall check and evaluate the bids.
2. In case of any discrepancy between words and figures, the amount in words shall prevail prior to detailed evaluation, Bank will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected.
3. TEC shall evaluate in detail and compare the substantively responsive bids and comparison of bids shall be on the price of printing forms, ledgers, books, handbills etc. offered inclusive of paper cost, printing, binding all levies and charges quoted by the bidder in the price schedule. Evaluation will be done based on the lowest in the groups or lowest cost in each forms type.
5. It is the discretion of the Bank authority to decide the tender and enter into agreement with the bidder as decided by the competent authority.

PAYMENT:

1. All Bills towards materials supplied will have to be submitted for payment in triplicate along with duly acknowledged Delivery Challan as a proof of receipt of materials in good condition.
2. All bills should invariably contain Bill Number with Date of Bill, Order Reference No, Proof of Delivery (PoD), Reference like Delivery Challan No etc.
3. All bills should contain item-wise detailed Particulars, Quantity supplied, Approved Rate and Amount.
4. Total amount of the bills should be rounded off to nearest Rupee.
5. The Payment will be made by the Bank by Cheque /NEFT/RTGS after due verification of the bills.
6. Deduction of Income Tax, where applicable will be made by the Bank from the bill amounts and TDS certificate will be issued in due course.
7. GST where applicable will be paid by the vendor direct to the GST Department. If it so desired by GST Authority, this tax may also be deducted at source.
8. Penalty/liquidated damage etc., if imposed, will be realised from the bills. It is the discretion of the Bank authority to realize such penalty / liquidated damages from any bill / different bills.

DISPUTE & ARBITRATION:

All dispute or differences whatsoever arising between the selected bidder and the bank out of or in relation to the construction, meaning and operation or effect of the Contract, with the selected bidder, or breach thereof shall be settled amicably. If, however, the parties are not able to resolve any dispute or difference aforementioned amicably, the same shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

Work under the Contract shall be continued by the selected bidder during the arbitration proceedings unless otherwise directed in writing by the Bank unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator. Payment due or payable by the Bank to the bidder shall be withheld on account of the ongoing arbitration proceedings, if it is the subject matter or one of the subject matters thereof.

The venue of arbitration shall be at GUWAHATI, ASSAM (INDIA)

APPLICABLE LAW & JURISDICTION OF COURT:

The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being in force and will be subject to the exclusive jurisdiction of Courts at Guwahati (with the exclusion of all other Courts).

SET OFF

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by Assam Gramin Vikash Bank and set off the same against any claim of the Bank for payment of a sum of money arising out of this contract or under any other contract made by contractor with the Bank.

CANCELLATION OF THE CONTRACT & COMPENSATION:

The Bank reserves the right to cancel the contract placed on the selected bidder and recover expenditure incurred by the Bank on the following circumstances:

1. The selected bidder commits a breach of any of the terms and conditions of the bid.
2. The bidder goes into liquidation voluntarily or otherwise.
3. An attachment is levied or continues to be levied for a period of seven days upon the effects of the bid.
4. The progress regarding execution of the order accepted, made by the selected bidder is found to be unsatisfactory.
5. If deductions on account of liquidated Damages exceeds more than 2% of the total contract price.
6. Any other reasons at the discretion of the Bank.

TENDERING PROCESS

The schedule of tendering process is given below:

SI. No	EVENT	DATE & TIME
1.	Last Date and Time of Submission	24-06-2019 upto 4.00 PM
2.	Date of Opening of Technical Bid	25-06-2019 at 3.00 PM
3.	Date of opening of Financial Bid	26-06-2019 at 3.00 PM

DEED OF AGREEMENT

This Agreement for the work of printing of different types of forms, ledgers, books, handbills etc. made at Guwahati on thisday of.....20 between..... (Name and address of the selected bidder) having its printing press / office at here-in-after called the “SUPPLIER” (which term shall, unless excluded by or repugnant to the subject or context, include its successors and permitted assignees) of the one part and Assam Gramin Vikash Bank hereinafter called the “BANK” (which term shall, unless excluded by or repugnant to the subject or context, include its successors and assignees) on the other part.

WHEREAS

- A. The BANK being desirous of having provided and executed certain printing works mentioned, enumerated or referred to in the tender documents including Tender Notice No..... dated..... issued by the Bank inviting tender for printing of Forms, Ledgers, Books, Handbills etc.
- B. The SUPPLIER has verified the sample of forms, ledgers, books, handbills etc. to be printed and satisfied himself by careful examination before submitting his tender as to the quality, quantity, nature, magnitude of the works, material necessary for execution of work, local conditions, the means of access to the delivery sites and obtained complete information as to the matters and things referred or implied in the tender documents or having any connection therewith, and has considered the nature and extent of all probable situations, hindrances or interferences to or with execution and completion of the works to be carried out under the contract, and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and ancillary thereof affecting the execution and completion of the works and which might have influenced him in making his tender.
- C. The tender documents including tender notice inviting tender, instructions, general as well as special conditions of contract, Schedule of Rates / Quantities, general obligations, specifications, time schedule of completion of jobs, letter of acceptance of tender and any statement of agreed variations with its enclosures form part of this agreement though separately set out and are included in the expression AGREEMENT wherever herein used.

AND WHEREAS

The Bank accepted the Tender of the Supplier for the provision and execution of the said work at the rates stated in the Schedule of Quantities of work (hereinafter called the “Schedule of Rates”) and finally approved by the Bank upon the terms and subjects to the conditions of Agreement.

NOW THIS AGREEMENT WITNESSETH & IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:

1. In consideration of the payment to be made to the Supplier for the works to be executed by him, the Supplier hereby covenants with the Bank that, the Supplier shall and will duly provide, execute and complete the said works and shall do and perform all other acts and things in the Agreement mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said works and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the Agreement.
2. In consideration of the due provision, execution and completion of the said works, the Bank does hereby agree with the Supplier that the Bank will pay to the Supplier the respective amounts for the works actually done by him and approved by the Bank as per the Schedule of Rates and such other sum payable to the Supplier under provision of Agreement, such payment to be made within reasonable period of time not exceeding 30 days from the date of receipt of bills against completed works already approved by the Bank in such manner as provided in the Agreement.
3. In consideration of the provision, execution and completion of the said works, the Supplier does hereby agree to pay such sums as may be due to the Bank towards penalty, liquidated damage, any other loss or damage arising out of any act of the Supplier in connection with any work under this contract etc. where applicable and demanded by the Bank and such payments to be made within reasonable period of time not exceeding 30 days from the date of receipt of such demand from the Bank and in such manner to be specified by the Bank while demanding under this Agreement.
4. The accepted tender of the Supplier will remain in force for a period of 2 (two) years with effect from _____ to _____ if not otherwise terminated by the Bank during the period. This validity period shall be extendable for one more year if opted by the Bank before expiry of the said period of two years and, in case of such extension, the existing Schedule of Rates shall continue to be applicable during the extended period also.
5. The Supplier hereby covenants and declares that none of his relatives is working in the Bank and no one connected with or in the employment of the Bank shall ever be admitted or inducted as a partner or to of any interest in this Contract.

6. The supplier hereby agrees to abide by all the terms and conditions and other relevant points as laid down in this Agreement as well as available in the tender documents. In case of violation of any clause by the supplier, the Bank may resort to any or all of the following measures:-
- a. Cancellation of Supply Order,
 - b. Termination of agreement,
 - c. Forfeiture of Security Deposit,
 - d. "Black- Listing" of the supplier,
 - e. Imposition of Penalty as specified in the tender documents including Tender Notice,
 - f. Imposition of Liquidated Damage as specified in the tender documents including Tender Notice,
 - g. Any other measure which the Bank may deem fit at its discretion.
7. It is agreed upon by the supplier to execute all the items of works as per the accepted tender in most efficient and perfect manner in accordance with the instructions as specified in the tender documents including Tender Notice or as may be given by any of the competent authorities nominated by the Bank.

IN WITNESS WHEREOF the parties have executed these presents in the day and the year first above written.

Signed and delivered for and on behalf
of the Bank, Assam Gramin Vikash Bank

Signed and delivered for and on behalf of the
Supplier,

Date: _____

Place: _____

In presence of two witnesses

1. _____

2. _____

DECLARATION

From

To

The General Manager
Assam Gramin Vikash Bank, Head Office,
Mahapurush Srimanta Sankardev Path (G.S Road)
Bhangagarh,
Guwahati – 781005, Assam.

Sub: - Printing of Forms, Ledgers, Books, Handbills etc.

Ref: - Your tender notice No. _____ dated _____

Sir,

In response to your above referred Tender Notice for the captioned works, I/We hereby undertake to declare as below:

(a). I/We hereby declare that I/We have gone through the terms and conditions stipulated in the Tender Notification and agree to abide by all of them in the event of acceptance of my/our offer.

(b). I/We _____ son of _____

do hereby declare that none of my relatives as defined in the tender documents is/are employed in AGVB as per details given in the tender documents. In case at any stage, the information found to be false/incorrect, AGVB, Head Office, Guwahati shall have absolute right to take any action as may be deemed fit and proper without any prior information to me.

Yours faithfully,

Signature.

Full name:

Full address:

Seal:

INFORMATION SHEET

1. Name of the Tenderer

2. Name of the Firm

3. Registration details

4. Present address

5. Permanent address

6. Phone No/ Mobile No.

Office/Firm

Residence

7. Email ID:

8. GSTIN:

(Self attested copy to be attached)

9. (a) Income Tax account No. (PAN)

(b) Income Tax return of last three financial years

10. Bank account No. and details

11. Machineries available

12. Experience of working in Bank/ Govt. organization-
copy of Order May be enclosed

13. Turnover during last three financial years

Date:

Place:

Signature of the Tenderer

SCHEDULE OF QUANTITIES

Name of the Work: Printing of different types of forms, ledgers, books, handbills etc. as per standard specification of the Bank and supplying to the Head Office; Head Office, Mahapurush Srimanta Sankardev Path (G S Road), Bhangagarh, Guwahati – 781005, Assam / Regional offices of the Bank at Guwahati, Silchar Kokrajhar, Nalbari, Lakhimpur, Golaghat, Diphu and Dibrugarh for a period of two years subject to extension up to one year at the discretion of the Bank. Rates are inclusive all costs of printing, stitching, binding, delivery and applicable taxes / levies.

Sl. No	Item	Specifications	Unit	Minimum Print Order Quantity	Rate Quoted
1	Register : ½ DFC (17" X 27") Volume : 50 leaves (100 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1. Jooz binding with 28 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2. Pacca binding with full cloth with corner and side canvas	Per Register	100	
2	Register : ½ DFC (17" X 27") Volume : 100 leaves (200 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1. Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2. Pacca binding with full cloth with corner and side canvas	Per Register	100	
3	Register : ½ DFC (17" X 27") Volume : 200 leaves (400 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1. Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2. Pacca binding with full cloth with corner and side canvas	Per Register	100	

Sl. No	Item	Specifications	Unit	Minimum Print Order Quantity	Rate Quoted
4	Register : ½ DFC (17" X 27") Volume : 300 leaves (600 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1.Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2.Pacca binding with full cloth with corner and side canvas	Per Register	100	
5	Register : ¼ DFC size (17" X 27") Volume : 50 leaves (100 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1. Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2.Pacca binding with full cloth with corner and side canvas	Per Register	100	
6	Register : ¼ DFC size (17" X 27") Volume : 100 leaves (200 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1.Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2.Pacca binding with full cloth with corner and side canvas	Per Register	100	
7	Register : ¼ DFC size (17" X 27") Volume : 200 leaves (400 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1.Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2.Pacca binding with full cloth with corner and side canvas	Per Register	100	

Sl. No	Item	Specifications	Unit	Minimum Print Order Quantity	Rate Quoted
8	Register : ¼ DFC size (17" X 27") Volume : 300 leaves (600 pages)	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding :			
		1.Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2.Pacca binding with full cloth with corner and side canvas	Per Register	100	
9	Register : 1/8 DFC size (17" X 27") Volume : 100 leaves (200 pages)	Paper : 70 GSM White paper Printing : Both sides with page numbering Binding :			
		1. Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.	Per Register	100	
		2.Pacca binding with full cloth with corner and side canvas	Per Register	100	
10	Register : 1/2 Double Crown size (17" X 27")	Paper : 70 GSM Azulade paper Printing : Both sides with page numbering Binding : Jooz binding with 20 mm board, corner & side rexin canvas binding with best quality Marvel paper.			
		100 leaves (200 pages)	Per Register	100	
		200 leaves (400 pages)	Per Register	100	
11	Forms : (DFC 17" X 27") (One Side Printing)	Paper : 70 GSM Azulade paper	Per leaf	500	
12	Forms : (DFC 17" X 27") (Both Side Printing)	Paper : 70 GSM Azulade paper	Per leaf	500	
13	Forms : ½ (DFC 17" X 27") (One Side Printing)	Paper : 70 GSM Azulade paper Binding : Paper detachable pad of 100 forms	Per pad	500	
			Per leaf (Stapled)	500	
14	Forms : ½ (DFC 17" X 27") (Both Side Printing)	Paper : 70 GSM Azulade paper Binding : Paper detachable pad of 100 forms	Per pad	500	
			Per leaf (Stapled)		
15	Forms : ¼ (DFC 17" X 27") (One Side Printing)	Paper : 70 GSM Azulade paper Binding : Paper detachable pad of 100 forms	Per pad	500	
			Per leaf (Stapled)	500	

Sl. No	Item	Specifications	Unit	Minimum Print Order Quantity	Rate Quoted
16	Forms : ¼ (DFC 17" X 27") (Both Side Printing)	Paper : 70 GSM Azulade paper Binding : Paper detachable pad of 100 forms	Per pad	500	
			Per leaf (Stapled)	500	
17	Forms : 1/8 (DFC 17" X 27") (One Side Printing)	Paper : 70 GSM Azulade paper Binding : Paper detachable pad of 100 forms	Per pad	500	
			Per leaf (Stapled)		
18	Forms : (DFC 17" X 27") Full (One Side Printing)	Paper : 70 GSM Azulade paper	Per leaf	100	
19	Forms : (DFC 17" X 27") Full (Both Side Printing)	Paper : 70 GSM White	Per leaf	100	
20	Forms : ½ (DFC 17" X 27") (One Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 forms	Per pad	100	
			Per leaf (Stapled)	10000	
21	Forms : ½ (DFC 17" X 27") (Both Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 forms	Per pad	100	
			Per leaf (Stapled)	10000	
22	Forms : ¼ (DFC 17" X 27") (One Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 forms	Per pad	100	
			Per leaf (Stapled)	10000	
23	Forms : ¼ (DFC 17" X 27") (Both Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 forms	Per pad	100	
			Per leaf (Stapled)	10000	
24	Forms : 1/8 (DFC 17" X 27") (One Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 forms	Per pad	100	
			Per leaf (Stapled)	10000	
25	Forms : 1/8 (DFC 17" X 27") (Both Side Printing)	Paper : 70 GSM White Binding : Paper detachable pad of 100 forms	Per pad	100	
			Per leaf (Stapled)	10000	
26	Pay-in-Slip : 1/8 th Demy / white (both side printing)	Paper : 54 GSM Binding : Paper detachable pad of 25 forms with perforated line to detach counterfoil with crept cover page	Per Pad	10000	
27	Voucher : 1/10 th Demy white paper (one side printing)	Paper 54 GSM printing with red/black ink Binding : Paper detachable pad of 100 leaves	Per Pad	5000	

Sl. No	Item	Specifications	Unit	Minimum Print Order Quantity	Rate Quoted
28	Withdrawal Slip : 1/10 th Demy coloured paper (one side printing)	Paper : 60 GSM Binding : Paper detachable pad of 100 leaves	Per Pad	5000	
29	Account Opening Form : ¼ Demy	Paper : 70 GSM 1/4 th size bi-colour. 4 leaves set with both side printing with double stapled (as per sample)	Per set	10000	
30	Other Misc. Form:1/8 th Demy	Paper : 70 GSM 1/4 th size both side printing paper detachable pad of 100 Forms	Per pad	100	
31	Letter Head ¼ th Demy Size	Paper : JK Bond 100 leaves per pad single colour one side print with logo	Per pad	100	
32	Letter Head 1/5 th Demy Size	Paper : JK Bond 100 leaves per pad single colour one side print with logo	Per pad	100	
33	Letter Head 1/6 th Demy Size	Paper : JK Bond 100 leaves per pad single colour one side print with logo	Per pad	100	
34	Envelopes 11"x 5" (One side Printing)	Paper : 28 Kg Star Kraft (Finished)	Per Piece	1000	
35	Envelopes 10"x 4.5" (One side Printing)	Paper : 28 Kg Star Krap (Finished)	Per Piece	1000	
36	Envelopes inside laminated paper 10"x14" (One side Printing)	Paper : 48 Kg Star Krap (Finished)	Per Piece	100	
37	SB Computer Passbook (20 cm x 9 cm)	Cover page with white board with glossy lamination multi colour print and inside 16 leaves single color both side print with book binding and centre stitch with thread	Per book	10000	
		1.On white Maplitho paper 2. On white JK Bond paper	Per book	10000	

Sl. No	Item	Specifications	Unit	Minimum Print Order Quantity	Rate Quoted
38	FI Computer Passbook (20 cm x 9 cm)	Cover page with white board with glossy lamination multi colour print and inside 12 leaves single colour both side print with book binding and centre stitch with thread	Per book	10000	
		1. On white Maplitho paper 2. On white JK Bond paper	Per book	10000	
39	RD Computer Passbook (20 cm x 9 cm)	Cover page with white board with glossy lamination multi colour print and inside 8 leaves single colour both side print with book binding and centre stitch with thread	Per book	10000	
		1. On white Maplitho paper 2. On white JK Bond paper	Per book	10000	
40	Leave Record Form Sheet 1/4 th double crown	Paper : 80 GSM ledger paper with both side printing	Per Sheet	100	
41	D.P. Statement 1/4 th Double Crown	Paper: 70 GSM white paper one side printing 50 leaves per pad	Per Pad	500	
42	Forms 1/8 th demy size	Paper: 60 GSM white paper one side printing 100 leaves per pad	Per Pad	500	
43	Reminder 1/6 th demy size	Paper: 60 GSM white paper one side printing 100 leaves per pad	Per Pad	100	
44	Note Slip 1/16 th demy	Paper: 60 GSM coloured paper one side printing 100 leaves per pad	Per thousand	10000	
45	Term Deposit Cover 23 cm X 16 cm	One side colour plastic and other side transparent with one side printing with bank's logo complete	Per hundred	1000	

NB: The materials should be printed in the papers of reputed company like Sreepur / Balarpur / Nainy / Shreyans / Trident / Century / Andhra only. Bank will not compromise on the quality of the materials, samples to be shown at the time of printing of documents.

SECURITY ITEMS (For Approved Security Printers only)

1	Call Deposit Receipt 29.7 cm X 12.3 cm size	125 GSM 4 colour. 50 leaves in each book with auto numbering and perforation in between as per specimen.	Per Book	500	
3	FD Receipt Book 28.4 cm X 13.4 cm size	125 GSM 4 colour. 50 leaves in each book with auto numbering and perforation in between as per specimen..	Per Book	500	
4	RIP Certificate Receipt Book 28.4 cm X 13.4 cm size	125 GSM 4 colour. 50 leaves in each book with auto numbering and perforation in between as per specimen..	Per Book	500	
5	Majoni Receipt/other Term Deposit Receipt 28.4 cm X 13.4 cm size	125 GSM 4 colour. 50 leaves in each book with auto numbering and perforation in between as per specimen..	Per Book	500	