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**Printing and Supply of**  
**JRG Bank Calendars and Planners (Diary)**  
**for the year 2024**

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**Tender No. Acct/05/2023-24 date 13.11.2023**

**JRG Bank, Head Office, 3<sup>rd</sup> Floor,  
Zila Parishad Market Complex  
Kutchury Chowk, Ranchi,**

## Important Bid details

Sl. No.	Particulars	Details
1	Tender number	Acct/05/2023-24 dated 13.11.2023
2	Purpose	Printing & Supply of JRG Bank Calendars and Planners (Diary) for the year 2024
3	Tender document availability	<a href="http://www.jrgbank.in">www.jrgbank.in</a>
4	Tender Cost (Non-refundable)	Rs.2000/- (Rupees Two Thousand Only) in the form of Demand Draft favoring JRG Bank, Ranchi Payable at Ranchi. To be attached along with the Technical bid.
6	Earnest Money Deposit	Rs.25000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft favoring JRG Bank, Ranchi Payable at Ranchi. To be attached along with the Technical bid (Exempted for MSE (Micro & Small Enterprises) Unit, however declaration as in Annexure III must be submitted)
7	Tender release date	November 13, 2023
9	Date of Pre-bid meeting	11:00 AM, November 22, 2023
10	Last Date of Submission of Bids	4:00 PM, December 04, 2023
11	Date and Time of opening Of Technical Bids & Financial Bid	11:00 AM, December 05, 2023
14	Bid Validity	90 days from the last date for submission of the bid or any extended period
15	Address for submission /Opening of Bids/ Presentation by bidders	The General Manager JRG Bank, Head Office, 3 <sup>rd</sup> Floor, Zila Parishad Market complex Kutchury Chowk, Ranchi-834001,
16	Contact person/s:	Mr. Rajesh Kumar, HoD- Accounts hoaccount@jrgb.in Mob: 9430185853

General Manager

Dear Sir/Madam,

**Printing & Supply of JRG Bank Calendars and Planners (Diary) for the year 2024 - Invitation of tenders.**

JRG Bank is a Regional Rural Bank incorporated under the Regional Rural Bank Act, 1976 having its Head Office at Ranchi with 8 Regional Offices and 445 branches in different district across the Jharkhand. For detailed information regarding the functions of the Bank, please visit the website [www.jrgbank.in](http://www.jrgbank.in).

1. We propose to print calendars and diaries for the year 2024. Our requirement for the purpose would be **20000 wall calendars, 10000 table mat calendar, 5000 planners (Diary) & 300 executive planners (Diary)**. The printing has to be done in English and / or Hindi. We invite tenders from eligible, reputed printers located in India preferably having an office in Jharkhand.
2. The general terms and conditions for execution of the work are given in Annexure-I. The detailed specifications related to the printing of the calendars and planners (Diary) are given in Annexure- II and Earnest Money Declaration is given in Annexure- III. Tenders must be submitted in the prescribed format as given in Annexure IV & V. All the proposals will be graded on technical and financial parameters as specified in the Annexures.
3. It will be necessary to have our prior approval before the work order for final printing is given. The entire work has to be completed, packaged and delivered at our JRG Bank Head Office and / or Regional Offices latest within 15 days of issue of work order. In case of delay without any valid reason, a penalty will be deducted / levied in the following manner:

Supply within 16 - 20 days of work order	5% of the bill amount
Supply after 20 days of work order	10% of the bill amount

Details of Head Office and Regional Offices is annexed with this document as Annexure - Address.

4. Tender shall contain the following:
  - (a) Signed copy of the tender document,
  - (b) All the documents relating to minimum eligibility criteria as mentioned in Annex - I,
  - (c) EMD declaration as in Annexure III (if applicable),
  - (d) Quotation Part - I - **Technical Bid** as in Annexure IV which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Calendars/Diaries 2024: Technical Bid"
  - (e) Quotation Part - II - **Commercial Bid / Financial Bid** as in Annexure V which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Calendars/Diaries 2024: Commercial Bid".
  - (f) Certificate of acceptance as in Annexure - VI and Declaration as in Annexure - VII
  - (g) Tender cost and Earnest Money Deposit as applicable.

5. **Sealed Quotations, as per details given above (point no.4) to be submitted in sealed covers addressed to The General Manager, JRG Bank, Head Office, 3<sup>rd</sup> Floor-Zila Parishad Market Complex, Kutchury Chowk, Ranchi, Jharkhand by 4:00 PM on December 04<sup>th</sup> , 2023.**

**6 Technical Bid Opening:** On the basis of the given technical parameters, the opened Technical Bids will be evaluated and shortlisted. **Financial/Commercial Bid Opening:** The Financial/Commercial Bid of only those Printers who have been shortlisted in technical bid as above will be opened. Financial /Commercial Bids, which are not as per Annexure V or incomplete in any respect, shall be rejected summarily. L-1 will be decided on the basis of “Grand Total” quoted in Annexure - V.

7. The tender should be **submitted strictly as per the Annexure IV & V of the Tender Document**. It should be either typed or written legibly in English / Hindi. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of JRG Bank.

8. The printer should have the capability to print publications in English and/ or Hindi. For this, the printer is required to have appropriate latest software and computer capability. The printer would also have to ensure that PC operators, adequately proficient in English and / or Hindi, are available with them for speedy and timely completion of the work.

9. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding will be rejected and shall have to be replaced immediately by the printer at his/her own cost.

10. JRG Bank reserves the right to accept/reject any or all tenders in full or part at its discretion without assigning any reason thereof and the decision of JRG Bank in this regard shall be final.

Yours faithfully,

**General Manager**

**Encl:**

**Annexure I:** Printing and Supply of JRG Bank Calendars and Planners (Diary) 2024

**Annexure II:** Specifications for Wall Calendars 2024, Table Mat Calendar 2024, Planners (Diary) and Executive Planners (Diary)

**Annexure III:** EMD declaration

**Annexure IV:** Proforma of Quotation: Technical Bid

**Annexure V:** Proforma of Quotation: Commercial Bid

**Annexure VI:** Certificate of acceptance

**Annexure VII:** Declaration

**Annexure - Address:** Address of Head Office and Regional Offices

**GENERAL TERMS AND CONDITIONS**

**Printing and Supply of JRG Bank Calendars and Planners (Diary) 2024**

- i. Sample calendar and planner (Diary) should be approved before final printing/manufacturing.
- ii. The order can be increased or reduced by 10% for supply at the quoted rate.
- iii. All calendars and planners (Diary) should be properly packed and delivered to JRG Bank Head Office and /Or Regional-Offices within 15 days of issue of work order . Details of Head Office and Regional Offices is annexed with this document as Annexure - Address. Penalty will be levied as per Tender Notice Page 3, point No 3, for delay beyond 15 days.
- iv. No cost in respect of damage/mutilated calendars or diaries/planners will be reimbursed.
- v. No advance payment will be made by JRG Bank. TDS, GST etc. will be deducted as required under various Acts at applicable rates.
- vi. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars and planners (Diary) of agreed quantity and specifications would entitle JRG Bank to cancel the order. In such an event, JRG Bank shall not be liable to pay any amount and the supplier will not be entitled to recover from JRG Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time JRG Bank shall be entitled to recover the loss which JRG Bank may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which JRG Bank is forced to place fresh orders.
- vii. Minimum Eligibility Criteria**
  - (a) Bidder must be an assessee of Income Tax. (PAN Copy to be enclosed)
  - (b) Bidder should be registered in GST. (GST certificate to be enclosed)
  - (c) Bidder must have minimum experience of three years in the printing sector. (Proof of recent work orders to be attached)
  - (d) Bidder must have turnover of 10 lakhs and above in any of the preceding three years. (Proof to be attached).

**SPECIFICATIONS**

**(1) Wall Calendars - Approximate Quantity: 20000 Nos.**

17.75” (Height) x 11.25” (Width) size with both side Multi colour printing with following specification.

- i. 6 sheets with both side printing
- ii. 130 GSM Glossy art paper
- iii. TIN mounting with hole
- iv. Red colour to mark holidays under NI Act and 2<sup>nd</sup> & 4<sup>th</sup> Saturday and Sundays.
- v. Picture to mark holiday due to festival on any day

**(2) Table Mat Calendars - Approximate Quantity: 10000 Nos.**

8.25” (Height) x 5.50” (Width) size with both side Multi colour printing with following specification.

- i. Single sheets with both side printing
- ii. 250 GSM Glossy Hard Board
- iii. Red colour to mark holidays

**(3) Planner ((Diary) - Approximate Quantity: 5000 Nos.**

21 cm (Height) x 14 cm (Width) with following specification.

- i. PVC sheet front & Back, Black in colour
- ii. Cover top tag : 21 x 8 cm 300 GSM Art Card (Green in colour with Bank logo printed)
- iii. 80 sheets = 160 pages @ 70 GSM Inner B&W printing both side, Maplitho paper
- iv. Inner Multicolour both side printing 130 GSM Art paper 6 sheets
- v. Finishing: Wiro binding

**(4) Executive Planner (Diary) - Approximate Quantity: 300 Nos.**

21 cm (Height) x 14 cm (Width) with following specification.

- i. PVC sheet front & Back, Black in colour
- ii. Cover top tag : 21 x 8 cm 300 GSM Art Card (Green in colour with Bank logo printed)
- iii. 120 sheets = 240 pages @ 80 GSM Inner B&W printing both side, Maplitho paper
- iv. Inner Multicolour both side printing 250 GSM Art paper 6 sheets
- v. Finishing: Wiro binding
- vi. With multi-colour printed box
- vii. 4 colour separator
- viii. Name of customer printing on Cover top tag

Please use JRG Bank’s **Registered Logo**. The artwork will be designed by JRG Bank. After preparing and setting the complete art work of the calendar and /or planner (Diary), proof of calendar and /or planner (Diary) needs to be submitted for our approval.

## EARNEST MONEY DEPOSIT DECLARATION

To  
The General Manager,  
Jharkhand Rajya Gramin Bank,  
Zila Parishad Premises, Market Complex,  
3rd Floor, Near Kutchery,  
Ranchi – 834001

Dear Sir,

Sub: Earnest money deposit declaration.

Whereas I/We (name of agency) \_\_\_\_\_ have  
submitted bid for against tender No. \_\_\_\_\_ dated \_\_\_\_\_

I/We hereby submit following declaration in lieu of submitting Earnest Money  
Deposit.

If after the opening of tender, I/We withdraw and / or modify my / our bid during  
the period of validity of tender (including extended validity of tender) as specified  
in the tender documents.

If, after the award of work, I/We fail to sign the contract, or to submit performance  
guarantee / security deposit before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for JRG Bank  
tender from date of issue of suspension order.

Yours faithfully,

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)  
(NAME & DESIGNATION)  
DATE:  
PLACE:

## ANNEXURE IV

## Quotation Part I: Technical Bid – Calendars &amp; Planners (Diary) 2024

1.	Company/Firm Name	
2.	Registration Number, TAN and Date of Registration	
3.	GST number (enclose copy of certificate)	
4.	Address for Communication (Contact No and E-mail)	
5.	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three years as shown in the audited balance sheet	<u>2020-21:</u> <u>2021-22:</u> <u>2022-23:</u>
6.	Profits after Tax in last three years (in Rupees Lakhs)	<u>2020-21:</u> <u>2021-22:</u> <u>2022-23:</u>
7.	Contract amount of at least THREE previous work orders and payments made there against	1. 2. 3.
8.	Maximum no. of copies printed for a single client in a year	
9.	List of major clients during the last two years	

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)

Seal of Company/firm



**ANNEXURE V**

**Quotation: Financial Bid**

**Printing and Supply of JRG Bank Calendars & Planners (Diary) 2024**

Type	Item	Rate Per Copy (exclusive of GST)	GST	Estimated Quantity	Total Cost (C+D) x (E)
(A)	(B)	(C)	(D)	(E)	(F)
Wall Calendars	Cost of Printing wall calendars with specification given in Annexure II			20000	
Table Mat Calendar	Cost of Printing table mat calendars with specification given in Annexure II			10000	
Planner (Diary)	Cost of Printing planner with specification given in Annexure II			5000	
Executive planner (Diary)	Cost of Printing executive planner with specification given in Annexure II			300	
<b>GRAND TOTAL</b>					

Delivery will have no extra cost as per condition (iii) of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the JRG Bank at the rate quoted above.

L-1 will be decided on the basis of “Grand Total” quoted as above.

**SIGNATURE**  
(With name and seal of the firm)

Date:

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, ..... do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)

Seal of Company/firm

## Annexure - Address

Office Name	Office Address
Head Office, Ranchi	The General Manager JRG Bank, Head Office, 3rd Floor, Zila Parishad Market complex Kutchury Chowk, Ranchi-834001,
Regional Office, Ranchi	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Ranchi Region, Samridhi Complex Near St. Xavier School, South Office Para Doranda, Ranchi - 834002
Regional Office, Singhbhum	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Singhbhum Region, Ward No. -10, Archana Tower, 2nd Floor Dimna Road, Jamshedpur, JAMSHEDPUR - 831012
Regional Office, Gumla	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Gumla Region, Jaspur Road, Baraik Mohalla, GUMLA – 835207
Regional Office, Palamu	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Palamu Region, Church Road, Daltonganj, DALTONGANJ– 822101
Regional Office, Hazaribagh	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Hazaribagh Region, Guru Babban Complex, Shiv Mandir Chowk, (Korra), HAZARIBAGH– 825301
Regional Office, Giridih	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Giridih Region, Kali Mandap Road, Barganda, GIRIDIH – 815301
Regional Office, Deoghar	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Deoghar Region, Nand Ganga Bhawan, Gita Devi D.A.V. School, Caster Town, Pandit Sunder Lal Mishra Road, DEOGHAR – 814112
Regional Office, Godda	The Regional Manager, Jharkhand Rajya Gramin Bank, Regional Office - Godda Region, Guljarbagh, Godda, GODDA – 814133

**DECLARATION**

To  
The General Manager,  
Jharkhand Rajya Gramin Bank,  
Zila Parishad Premises, Market Complex,  
3rd Floor, Near Kutchery,  
Ranchi – 834001

Dear Sir,

Sub: Your tender notice for printing Calendars and Planners (Diary).

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for printing and supply of Calendar and Planners (Diary) as detailed in your above-referred tender notice.

We confirm that any Govt./ PSU bank / RRB have not blacklisted / terminated us for any corrupt or fraudulent practices or non-delivery or non- performance or deficiency in service.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form.

We also confirm that the offer shall remain valid for 90 days from the last date for submission of the offer.

We understand that either the Bank is not bound to accept the offer in part or in full and that, the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions / deviations anywhere in the bid and we agree that if any deviation / exception is mentioned or noticed, our bid may be rejected.

Yours faithfully,

**(SIGNATURE OF AUTHORISED PERSON WITH SEAL)  
(NAME & DESIGNATION)**