



JHARKHAND RAJYA GRAMIN BANK

TENDER NOTICE

FOR

**PRINTING AND SUPPLY OF PRINTED FINANCIAL LITERACY MATERIALS /
ITEMS.**

THE INFORMATION PROVIDED BY THE BIDDERS IN RESPONSE TO THIS TENDER DOCUMENT WILL BECOME THE PROPERTY OF JHARKHAND RAJYA GRAMIN BANK AND WILL NOT BE RETURNED. JHARKHAND RAJYA GRAMIN BANK RESERVES THE RIGHT TO AMEND, RESCIND OR REISSUE THIS TENDER DOCUMENT, ALL AMENDMENTS WILL BE ADVISED TO THE BIDDERS, AND SUCH AMENDMENTS WILL BE BINDING ON THEM.

THIS DOCUMENT IS PREPARED BY JHARKHAND RAJYA GRAMIN BANK FOR **SUPPLY OF PRINTED FINANCIAL LITERACY MATERIALS / ITEMS**. IT SHOULD NOT BE REUSED, COPIED, OR USED PARTIALLY OR FULLY IN ANY FORM.

Tender No. : FI/005/2024-25

Dated : 27th May,2024

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JHARKHAND RAJYA GRAMIN BANK

HEAD OFFICE

Market Complex, 3rd Floor, Zila Parishad Office Premises, Kutchehry Road, Ranchi-834001

NOTICE FOR INVITATION OF TENDER

FOR PRINTING OF FINANCIAL LITERACY MATERIALS / ITEMS.

Sealed Tenders are invited for Printing & supply of Financial Literacy related materials / items for Jharkhand Rajya Gramin Bank in current financial year (2024-25) from competent Contractors / Vendors having sufficient experience in the activity. Tender Documents may be downloaded from our site www.jrgbank.in and, Tender Fee of Rs. 2,500.00 (Rupees Two Thousand Five Hundred Only) and EMD of Rs. 3,00,000.00 (Rupees Three Lakh Only) by Demand Draft favouring "Jharkhand Rajya Gramin Bank" payable at Ranchi has to be submitted at the time of submission of Tender Documents.

Date of commencement : **27.05.2024**

Issue of tender forms : **27.05.2024**

Last Date for Submission of Tender : **18th June 2024, 1600 hrs.**

Address for submission : Jharkhand Rajya Gramin Bank, F I Department,
Head Office: *Market Complex, 3rd Floor, Zila Parishad
Office Premises, Kutchehry More, Ranchi-834001*

Time of Completion : **30** Days from the date of issue of Work Order

Date & Time of Opening of Tender : **20th June 2024, 1500 hrs.**

The Bank also reserves the right to accept or reject summarily any or all the tenders without assigning any reason whatsoever.

GENERAL MANAGER

3. SCOPE OF WORK

S.No.	Items & Specification	Quantity (Nos)
1	Note Book (Cover: 2 Color Sheets, inside: 24 Sheets with Bank's Logo) (Size: Approx 8.2" X 10.5")	2,50,000
2	Planner (Note Book as per Specification of the Bank)	25,000
3	Ball Pen (Dark green color with bank logo)	2,50,000
4	Pencil with eraser on the back (Dark Green Color with bank logo)	2,50,000
5	Coffee Mug (325 ml, Dark Green handle and cup interior, Bank logo wraparound print)	5,000
6	Umbrella - Male (Straight Umbrella, Size 26 inch, Bank logo print on 4 side, dark green sheet, plastic handle, metal stick)	5,000
6	Umbrella - Female (Two-fold umbrella, Size 21 inch, logo print on 4 side, dark green sheet, plastic handle, metal stick)	5,000
7	Water Bottle (Pep Material, 750 ML, Green Color, Bank Logo print on two side)	25,000
8	Leaflets (Bank se Judne ke Fayde) – (size 9.6"x7.4", 80 gsm Glossy paper, both side multi color print)	4,00,000
9	Leaflets (Social Security Scheme & 05 Bima Chai se bhi Sasti) - (size 9.6"x7.4", 80 gsm Glossy paper, both side multi color print)	4,00,000

{NOTE: Sample of Paper & Quality is available at Head Office, FI Department}

INSTRUCTIONS TO BIDDERS

1. The Technical and Financial Bids must be kept in two separate envelopes and both envelopes be kept in another big envelope duly sealed and Super scribing “**Tender for Printing and Supply of Financial Literacy Materials**” and addressed to the General Manager, Jharkhand Rajya Gramin Bank, Head Office, 3rd Floor, Zila Parishad Complex, Kutchery Chow, Ranchi-834001, Jharkhand. The Tender Document can be downloaded from JRG Bank’s website www.jrgbank.in. The duly signed and stamped Tender Document along with EMD and Tender Fee should be submitted at Jharkhand Rajya Gramin Bank, Head Office, 3rd Floor, Zila Parishad Complex, Kutchery Chow, Ranchi-834001, Jharkhand upto **04:00 PM on or before 18.05.2024**. The Tender can also be sent by Speed Post addressed to The General Manager, Jharkhand Rajya Gramin Bank, Head Office, 3rd Floor, Zila Parishad Complex, Kutchery Chow, Ranchi-834001. **Tenders received after the due date and time will not be entertained and shall be summarily rejected without assigning any reason.**
2. All the pages of the Tender Document must be duly signed and stamped by the Tenderer/ Bidder. Incomplete Tender or Tenders received without EMD and/or Tender fee will be rejected.
3. Tender Fee/ EMD can be submitted in the shape of a Demand Draft/Pay Order/Banker’s Cheque favoring “The General Manager, JRG Bank payable at Ranchi”.
4. Technical Bid shall be evaluated by a Committee constituted for the purpose. The technically qualified bidder shall be considered for opening of their Financial Bids.
5. Conditional bid shall not be accepted and will be summarily rejected.
6. Performance Security Deposit/ Bank Guarantee: The successful bidders shall submit Performance Security Deposit in the form of Demand Draft in the favour of “General Manager, JRG Bank, Ranchi” of an amount equivalent to 5% of contract value valid for 60 days beyond the completion of all contractual obligations of supplier. The performance security be deposited within 05 working days from the date of issue of Work Order of the Contract or prior to signing of the Contract whichever is earlier, failing which the work order stands cancelled and EMD shall be forfeited.
7. Pre-Bid Meeting: A pre-bid meeting would be held on **06.06.2024** at **11:00 hrs** at Jharkhand Rajya Gramin Bank, Head Office, 3rd Floor, Zila Parishad Complex, Kutchery Chow, Ranchi-834001. All prospective bidders may attend the meeting to clarify doubts, if any. In case, any substantive or important clarification emerges during pre-bid meeting, the same shall be shared to all through JRG Bank’s website.

ELIGIBILITY CRITERIA

1. Tenderer should have valid PAN No. and GST Registration Certificate (Copies of the same should also be attached.)
2. The Tenderer must have at least **03** years of experience in the field of manufacturing/supply of such items to the Govt. Organizations/Autonomous Bodies/Educational Institutions/Reputed private organizations etc (attach copy). The firm should also submit the list of organization where such materials has been supplied.
3. The agency must have Minimum Average Annual Turnover of **Rs. 40 Lakhs** or more during the last 03 financial years from supply of similar items.
4. The Tenderer must submit 01 (One) sample of each items as stated in the scope of work with the Tender Documents. The sample should fulfil the laid down minimum technical specifications by the Bank. Samples should be given in the original pack only and it should be submitted along with Technical bids.
5. An affidavit to the effect that the Agency has not been blacklisted by any Central/State Govt/Public Sector Undertaking/ Autonomous Bodies under Central and State Govt of India.

TERMS AND CONDITIONS

1. There should not be any over writing or amendment in the rates quoted (the terms and conditions of the contract). All the forms should be duly signed with seal of the firm.
2. The items should be of reputed brand or equivalent as available in the market.
3. The rates should strictly be in accordance with the specifications and terms specified in the Tender Form. Submission of incomplete Tender or of different specifications other than the specifications mentioned in the Tender Form and without sample shall be 'summarily rejected'.
4. The delivery of Financial Literacy Materials shall be made within 30 days from the receipt of Work order by the Bank.
5. The delivery of the items shall have to be made at 08 Regional Offices located at Ranchi, Jamshedpur, Gumla, Palamu, Hazaribagh, Giridih, Deoghar & Godda in the manner and packing specified in the supply order. No extra payment/charges incurred as a consequence of wrong delivery/mis-interpretation of the terms and conditions of agreement or otherwise shall be allowed or permitted.
6. Penalty Clause:
 - a. In the event of failure of the supply of items by the supplier as per terms and conditions, the Bank may impose any penalty as deemed fit including blacklisting of the firm and Bank also reserves the right to procure supply from any other source at the supplier's risk and expenses and the supplier shall make for any consequent loss incurred to the Bank for this reason. In case of any dispute regarding imposition of penalty, forfeiture of Performance Security on account of violation of terms & conditions, the decision of the General Manager, JRG Bank shall be final and binding upon the Tenderer.
 - b. The Bank shall take random samples from the supplied material. Any difference in the specifications shall render the entire order for rejection and supplier shall have to lift it at their own cost on 'as is where is basis'. The party shall be liable to change the inferior and/or damaged supplied material at their cost. The decision of the General Manager, JRG Bank shall be final and acceptable to the supplier in respect of diminution of price on account of inferior and for damaged material.
 - c. In case of default on any terms specified and/or in the event of non-fulfilment of the contract or otherwise, the performance security shall be forfeited.
 - d. Canvassing in any form shall be a disqualification and the Bank reserves the right to reject the tender of such party/parties straight away without assigning any reasons.
 - e. The Items shall have to be supplied as per requirement of the Bank. Upon receipt of items, a Committee shall take sample on random basis to check the specifications, etc. Only those supplies which meet specifications shall be acceptable and rest all shall have to be lifted by the supplier at their cost.
 - f. In case of any defect in the supplied items or not conforming to the specifications, the bidder shall replace them within 07 days at their own cost. Not more than 2% of supplied items should be defective or of inferior quality and are to be replaced by the supplier at their own cost within stipulated period. In case more than 2% pen are found to be defective or of inferior quality the Bank reserves the right to impose proportionate penalty on the bill amount.
 - g. If the supplier fails to lift the above rejected material within two weeks' time, the Bank shall have the right to dispose it off by auction and no claim of the supplier shall be permissible.
 - h. The successful bidder will have to complete the supply of items within the specified time mentioned in the work order which will be normally within 30 days from the receipt of the Work Order. A penalty @ 4% per week on the proportionate amount shall be levied in case the supplies are not completed in accordance with the given delivery time schedule subject to a maximum penalty of 10% of the amount of the Bill.
7. The successful Tenderer shall have to enter into an agreement in the prescribed form on a non-judicial Stamp Paper of Rs. 100/- along with Performance Security within 05 working days from the date of issue of Work Order of the Contract prior to signing of the Contract whichever is earlier.

8. The Earnest Money of the unsuccessful bidder shall be refunded without any interest on their request. The Earnest Money of the successful bidder shall be returned on receipt of performance security deposit, which is subject to refund without interest after execution of the Agreement as per Point No. 07 above. However, if the Tenderer fails to accept the work order, EMD shall be forfeited.
9. No advance payment shall be made to the agency. The payment will be made on satisfactory performance report of the random sample and report of concerned Regional Offices.
10. The rates shall be inclusive of all other direct and indirect/incidental charges such as taxes/duties/levies/cartage/transportation/labour charges, staking charges, incurred by the supplier for successful delivery.
11. Quantity of Items will be accounted on the basis of net receipt in the Regions.
12. The Tenderer shall sign at the space specified as a token of acceptance of these terms and conditions, which shall be final and legally binding on him/her/them in totality.
13. The General Manager, JRG Bank shall have the right to accept a tender in whole or part or reject it entirely without assigning any reason.
14. The agreement/work order for supply of items can be extended for another one year by mutual consent on satisfactory performance of the contract on the approved rates and same terms and conditions of the agreement.
15. No change of rates is allowed during the contract period, which is 2 years from the date of placing order, except for taxes levied by Govt.
16. Taxes as applicable shall be deducted on all the bills.
17. If a Force Majeure situation arises, the firm/ agency will promptly notify this office in writing of such condition and the cause thereof. Unless otherwise directed by this office in writing, the firm/ agency shall continue to perform its obligations under the Tender/ Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
18. The Purchaser may allow the Purchase Preference to Public Sector Undertakings in accordance with the Govt. of India's direction in force.
19. The rates as quoted by the Tenderers shall remain open for acceptance for a period of 180 days from the date of opening of this Tender.
20. In case of any dispute, the legal jurisdiction shall be the courts of Jurisdiction situated at Ranchi.
21. In case of any dispute arising under this contract, the same shall be referred to the sole arbitration of General Manager, JRG Bank or any person nominated by him in this regard. The award made by the Arbitrator shall be final and binding on both the parties.
22. The Tenderers/ Bidders should take into account any corrigendum published on the Tender document before submitting their bids.
23. The Bank reserves the right to award the Work Order to one or more parties not beyond four based on the proposal submitted under this invitation.
24. The Bank reserves the right to accept or reject any or all the tenders without assigning any reason.

ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from clause 01 to 24 have been read and understood by me/us and are acceptable to me/us.

Signature of the Tenderer Seal with complete address

Mobile: _____
E-mail: _____

UNDERTAKING BY THE SUPPLIER

We undertake that we have read & understood all the Terms & Conditions of the Tender Document of Jharkhand Rajya Gramin Bank, Ranchi for Tender for Supply of Financial Literacy Items mentioned from S.N 1 to 24 at Page No 7 to 8. We hereby undertake to supply items duly packed within stipulated time schedule i.e. within 30 days from the receipt of the Work Order from the Bank. In the event of our failure to supply the full ordered quantity of items, the Bank may impose any penalty as deemed fit including blacklisting of the firm.

Signature of Bidder :

Name of Bidder :

Stamp of the firm: :

TENDER FORM

Technical Bid

Annexure-III

TENDER FOR SUPPLY OF FINANCIAL LITERACY MATERIALS.

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

1. PARTICULARS OF TENDERER:

- (i). Name : _____

- (ii). Registration No and Year of Registration : _____
(with documentary evidence).
- (iii) GST No. : _____
- (iv). Office Address and Tel. No. : _____
- (v). Name(s) of the Proprietor/
Partners/Director with Mobile No : _____

2. PAST EXPERIENCE (Last three years) - (Attach photocopy of relevant work orders)

2.1 :

SN	Year	Name of the Govt. Organizations/ Autonomous Bodies/ Educational Institutions/Reputed private organisations	Similar items supplied	Value of Similar items supplied (in Rs.)
1	2021-22			
2	2022-23			
3	2023-24			

2.2 Has the firm ever been debarred/ Blacklisted by any organization?

If 'Yes' the details thereof. : _____

3. Particulars of Earnest Money:

- i) Amount (in Rs.) :
- ii) D.D./B.G. No. & Date :
- iii) Name of the Bank :

4. Particulars of Tender Fee:

- i) Amount (in Rs.) :
- ii) D.D No./Cashier Receipt No. & Date :
- iii) Name of the Bank :

Signature of the Tenderer with Official Seal and Complete Address: _____

Telephone/Mobile No. _____

Date: _____

Financial Bid

I/We _____ hereby submit Tender for the supply of Ball Pens as per Terms and Conditions given in the Tender Form at the rate given below which are inclusive of the cost of Taxes and Charges **and delivery F.O.R. at any establishment of Board in Delhi/NCR or different locations across India as specified by the Board in its supply order:-**

SN	Name of the Item	Specification	Price per unit	No of Units	Total Cost
01	Note Book (Cover: 2 Color Sheets, inside: 24 Sheets with Bank's Logo) (Size: Approx 8.2" X 10.5")				
02	Planner (Note Book as per Specification of the Bank)				
03	Ball Pen (Dark green color with bank logo)				
04	Pencil with eraser on the back (Dark Green Color with bank logo)				
05	Coffee Mug (325 ml, Dark Green handle and cup interior, Bank logo wraparound print)				
06	Umbrella - Male (Straight Umbrella, Size 26 inch, Bank logo print on 4 side, dark green sheet, plastic handle, metal stick)				
07	Umbrella - Female (Two-fold umbrella, Size 21 inch, logo print on 4 side, dark green sheet, plastic handle, metal stick)				
08	Water Bottle (Pep Material, 750 ML, Green Color, Bank Logo print on two side)				
09	Leaflets (Bank se Judne ke Fayde) – (size 9.6"x7.4", 80 gsm Glossy paper, both side multi color print)				

Contd.....

The Terms and Conditions for 'Supply of Financial Literacy Items' given along with the Tender are acceptable to me/us. Taxes as applicable shall be deducted as per rules.

PAN No & GST No. _____ Date: _____

Signature of the Tenderer

Address/ Rubber stamp

Telephone/Mobile No.

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Jharkhand Rajya Gramin Bank, Head Office (Bank) is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by the Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

GENERAL MANAGER