

**PUNJAB & SIND BANK**  
**BANK HOUSE, 21 RAJENDRA PLACE, NEW DELHI-110008**  
**LIMITED TENDER NOTICE FOR THE PRINTING AND SUPPLYING OF BANK'S**  
**JOURNAL-"NAVODAYA".**  
**Ref No: PSB/HO Prtg. & Stnrv/Tender15/2023-24**

Sealed Quotations are invited from the Empanelled Printers under Head Office Printing & Stationery Department for the following:

Description of Works	Printing & Supply of bilingual Journal of the Bank- "NAVODAYA" for Quarter end <b>March 2024</b> . 4000 Journals to be printed and supplied as per bank's instruction. As per sample and material to be provided by HO Rajbhasha Department, Punjab & Sind Bank, Rajendra Place, New Delhi.
Location of the Works	New Delhi
Estimated Cost	Rs.1,11,000/-
Date of Issue of Tender	28-03-2024 from 04.00 p.m
Last Date of Submission of Tender/Bid	04-04-2024 up to 03.00 p.m
Date of Opening of Bids	04-04-2024 at 03.30 p.m
Contact Person	Chief Manager HO Printing & Stationery Department. Mob.: 7014049028 E-mail: ho.stationery@psb.co.in

**GENERAL TERMS & CONDITIONS FOR LIMITED TENDER QUOTATION**

All the points mentioned in these terms and conditions should be strictly adhered to.

1. Complete set of documents in the prescribed format (duly signed & stamped in all pages) shall be submitted in a sealed envelope, super scribed "**Quotation for the printing of Banks Bilingual Journals -NAVODAYA**"
2. Quotation shall be received in the office of the "Chief Manger, Punjab & Sind Bank, H.O Printing & Stationery Department, 1<sup>st</sup> Floor, C-7, New Sabzi Mandi, Azadpur, New Delhi – 110033" on or before **04-04-2024, 03:00 PM**
3. Incomplete or conditional quotations differing from the details specified are liable to be rejected.
4. No modification to the quotation will be entertained, unless specifically asked for & agree to by the Bank.
5. The quotation amount/rates should be given in figures as well as in words. If there is any cutting/overwriting/erasing, this should be attested with full signature of the bidder.

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6. The quotation should be on unit rate/lump sum basis excluding all taxes and as per schedule attached. Printer should quote the rates in figures as well as in words. The amount for each item should be worked out and requisite totals given. Special care shall be taken to write rates in figures as well as in words and the amounts in figures only in such a way that interpolation is not possible. The total amount shall be written both in figures and in words.
7. Quotations received late, unsealed and without superscription are liable to be rejected.
8. Bank reserves the right to accept or reject any or all quotations without assigning any reason.
9. The quotation will be opened at **03.30 P.M. on 04-04-2024** in the presence prospective bidders, as are present on the occasion.
10. Quotation should be valid for acceptance for a period of one quarter from the date of opening of quotation.
11. No claim for rate enhancement/price revision should be considered during the pendency of the contract.
12. Printers will not be allowed to sublet the contract to other parties.
13. Any loss/damage sustained to the Bank due to any act or omission on the part of the Printer or his men will have to be made good to the Bank by the Printer.
14. If the Printer is unable to carry out or in the event of delay on the part of the Printer to fulfill his obligations in the execution of the contract to the satisfaction of Bank, Bank reserves right to terminate the contract and make alternative arrangements to get the work done through other means. In such an event, the security deposit with the Bank will be forfeited without prejudice to Bank's further right to claim compensation from the Printer for the loss. Also Bank reserves the right to blacklist/remove the Printer from the Bank's panel.
15. **Matter to be printed will be provided by HO Rajbhasha Department. A sample is to be prepared by the Printer which is to be got approved from HO Rajbhasha Department of the Bank with seal and signature before commencing the work.**
16. Time shall be regarded as the essence of the contract.
17. The work should be taken up immediately and completed within (as per terms and conditions attached) 07 days from the date of approval of final proof.
18. Failure on the part of the Printer to complete the work on the date stipulated, Bank reserves the right to recover from the Printer a sum equivalent to 1% of the contract value of the works for each day or part thereof for which the contractor is in default, in any case damages so recovered shall not exceed 10% of the value of the works.

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19. Printers are advised to collect the samples of the matter to be printed and examine the same and satisfy themselves before submitting their quotation as to the nature and scope and Specifications of the work to be done. A bidder shall be deemed to have full knowledge of the scope and Specifications of the work to be done, whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The Samples can be inspected at HO Printing & Stationery Department, 1<sup>st</sup> Floor, C-7, New Sabzi Mandi, Azadpur, New Delhi – 110033” on any working days from 10.00 am to 5.00 pm.
20. Taxes: Taxes as applicable (namely VAT, I.T, GST etc) shall be paid/deduction as per rules of Govt. Of India/Delhi Govt.
21. During the pendency of the contract, Bank reserves the right to cancel a part or whole of the order without assigning any reason, on 3 days notice without any cancellation charges.
22. The bank reserves the right to accept the lowest or any quotation.
23. This notice of quotation shall form part of the Contract Documents.
24. Quotation should be submitted only in the original format provided and all the pages of the quotation should be sealed and signed. Failure to do so shall mean disqualification of the Printer.
25. Submission of a Quotation by a Printer implies that he has read this notice and all other Contract Documents and has made himself aware of the scope and Specifications of the work to be done.

Chief Manager (Printing & Stationery)

I/We hereby agree to abide by the above terms and conditions.

Signature:

Name & Address:

Date: .....

Place: .....

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**Terms of Payment:**

The Bank will not pay any advance for the execution of the work.

- a) Bills to be submitted immediately after the delivery of the 4000 magazines.
- b) Vouchers / bills: Printer shall furnish all the bills, invoices, accounts, receipts and Original Delivery Note signed by Consignee or Acknowledgement of receipt of goods from the Consignee with the name of the Official who has received the Goods, designation and mobile number.
- c) Applicable Taxes as applicable (namely VAT, I.T, GST etc) shall be paid/deduction as per rules of Govt. Of India/Delhi Govt.
- d) The payments will be released through NEFT / RGTS and the Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc.
- e) Payment will be made for the actual work done and the number of copies on the Original Delivery Note signed by Consignee.

Chief Manager (Printing & Stationery)

I/we agree to abide by the above terms and conditions of work

SIGNATURE:

NAME & ADDRESS:

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**TECHNICAL SPECIFICATIONS**

Sr. No.	Particulars	Specifications
1.	Quantity	4000
2.	Size	8.25" X 11"
3.	Pages	48
4.	Cover Page	4 Pages Color Printing Front & Back
5.	Inners Pages	44 Pages other than Cover in 4 color
6.	Paper	Cover Page-170 GSM Indian Art Paper Inner Page-110 GSM Indian Art Paper
7.	Cover	Glossy Lamination
8.	Designing/Composing Cover Design/Art Work & Scanned Photographs on Cover and inside Pages	1. Designing/Composing Cover Design/Art Work to be provided by the printers and in consultation with Bank. 2. Photographs to be scanned in full. 3. Inside Pages to be typeset, Planned and designed by the Printer in Consultation with Bank.
9.	Font	Unicode(Mangal Font)
10.	Proofing/Proof of Magazine	Proof to be got approved from HO RajBhasa Department within three days of handing over the printing material.
11.	Binding	Center Stitched (Two Staples)
12.	Schedule	4000 Copies to be printed and delivered within 7 days from the date of approval of the dummy copy. (Schedule to be maintained every quarter)
13.	Delivery	To be made at HO Printing & Stationery Department, Azadpur, New Delhi or as per instruction within 7 days from the date of approval of the dummy copy.

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**Price Bid**

Name of the Printing firm :			
Name of the Prop./ Partners/Director			
Complete Address of the Printing Firm			
Mobile Nos.			
Sr. No	Item	Cost per copy (excluding all taxes/GST)	TOTAL COST (excluding all taxes/GST)
1	<b>Bilingual Journal "Navodaya"</b> Quantity -4000 Magazines  i)Size : 8.25'x11' ii) Cover: 4 pages Color Printing on 170GSM Indian Art Paper. Finishing- Glossy Lamination iii) Inner pages- 44 pages color printing on 110 GSM Indian Art Paper iv) Binding – Center Stitched(Two Staples)		
	Total		

We hereby agree to abide by the above declarations and the rates will remain valid for one quarter:

Place

Signature of Authorized Signatory

Date

with rubber stamp.

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NOTE:

- L-1 rates will be arrived on the total cost qualified.