

**PUNJAB & SIND BANK**  
**BANK HOUSE, 21 RAJENDRA PLACE, NEW DELHI-110008**  
**“LIMITED TENDER NOTICE FOR THE PRINTING OF BANK’S ANNUAL REPORT 2024-25”.**  
**REF NO: PSB/H9025/Annual report2024-25/01/2025-26**

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

|                                       |   |
|---------------------------------------|---|
| Description of Works                  | Printing & Supply of banks’s Annual Report 2024-25<br><br>200 Books to be printed and supplied<br><br>As per sample and material to be provided by HO Account Department, Punjab & Sind Bank, NBCC Tower, Block 3 East Kidwai Nagar, new Delhi 110023 |
| Location of the Works                 | New Delhi   |
| Date of Issue of Tender               | 08-04-2025 from 04:00 pm  |
| Last Date of Submission of Tender/Bid | 15-04-2025 up to 04:00 pm   |
| Date of Opening of Bids               | 15-04-2025 at 04:00 pm  |
| Contact Person                        | Mr. GD Sharma<br>Chief Manager, Mob: 7014049028<br>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 “**TENDER FOR THE PRINTING OF BANK’S ANNUAL REPORT 2024-25**”. 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 15-04-2025 before 04:00 pm.
2. Incomplete or conditional quotations differing from the details specified are liable to be rejected.
3. No modification to the quotation will be entertained, unless specifically asked for & agree to by the Bank.
4. 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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5. 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.
6. Quotations received late, unsealed and without superscription are liable to be rejected.
7. Bank reserves the right to accept or reject any or all quotations without assigning any reason.
8. The quotation will be opened at **04:00 pm on 15-04-2025** in the presence prospective bidders, as are present on the occasion.
9. Quotation should be valid for acceptance for a period of two months from the date of opening of quotation.
10. No claim for rate enhancement/price revision should be considered during the pendency of the contract.
11. Printers/Vendors will not be allowed to sublet the contract to other parties.
12. 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.
13. 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.
14. Matter to be printed will be provided by HO Accounts Department PSB, NBCC tower, Block 3, East Kidwai Nagar New Delhi. A sample is to be prepared by the Printer which is to be got approved from HO Accounts Department of the Bank with seal and signature before commencing the work.
15. Time shall be regarded as the essence of the contract.
16. The work should be taken up immediately and completed within (as per terms and conditions attached) 03 days from the date of approval of final proof.
17. 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.
18. 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 by Compliance officer in HO Accounts Department PSB, NBCC tower, Block 3, East Kidwai Nagar New Delhi on any working days from 10.00 am to 5.00 pm.
19. Taxes: Taxes as applicable (namely VAT, I.T, GST etc) shall be paid/deduction as per rules of Govt. Of India/Delhi Govt.

20. 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.
21. The bank reserves the right to accept the lowest or any quotation.
22. This notice of quotation shall form part of the Contract Documents.
23. 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.
24. 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: .....

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

**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 200 books.
- 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:

**Special Terms & Conditions:**

1. Photos may increase from 20 Photographs. No extra payment shall be made for extra photographs.
2. No loading and unloading charges are payable by the bank.
3. No variation in papers grammage /quality will be permitted. Bank reserve the right to check/verify the specifications etc. of the book supplied.
4. The copies of annual reports shall be supplied at the destination which will be informed in due course.
5. Rejected material if any, against the supplies should be removed by the suppliers immediately with in 24 hrs failing which these will be disposed off by the bank at the cost of supplier and no claim for the same shall be entertained. Bank will not be responsible in any respect in this regard.
6. The bank has the exclusive rights to allot the printing and supply order to more than one printer as per its requirement in case of identical rates.
7. In case the renderer/supplier fails to honor our order on rates quoted by him during the validity period, bank has the exclusive rights to forfeit the security deposit.
8. Complete supply will be made within 3 days from the date of approval. In case of delay without prejudice to the interest of the bank, penalty will be imposed as per following penalty clause:

|  |   |
|--|---|
| Delay in delivery schedule from 1 to 3 Days  | 1% of Amount payable for printing of remaining quantity |
| Delay in delivery schedule from 4 to 7 Days  | 2% of Amount payable for printing of remaining quantity |
| Delay in delivery schedule from 8 to 10 Days | 5% of Amount payable for printing of remaining quantity |

9. The printer will ear mark a person/technical composer for coordinating day to day issue related to printing of Annual Report 2021-22 preferably st the disposal of our HO Accounts Department at Rajendra Place, New Delhi, so that the work can be completed smoothly and well on time.
10. Bank may, at its discretion consider on merits and/or due to unavoidable circumstances, any request from the supplier for extension of the due date or change the quantity.
11. Defect Liability: The printer is liable for inherent or printing defects in quality of paper, printing, etc. observed at later stage/date, though it might not be apparent or observed at the time of acceptance of stocks. In such an event, the supplier will have to replace the stock in part or full/or compensate for the loss or inconvenience that might have already caused or might cause to the bank on account of such defects or deviation from the bank specifications.
12. The usual terms & conditions of the bank as may be in force from time to time shall be applicable and in case of any dispute, decision of GM shall be final and binding on the printer.

### **13. TECHNICAL SPECIFICATIONS**

| Sr. No. | Particulars   | Specifications  |
|---------|---|---|
| 1.      | Quantity  | 200 Books   |
| 2.      | Size  | 8.25" X 10.25"  |
| 3.      | Pages   | 344 (Approx.)   |
| 4.      | Cover Page  | 4 Pages Color Printing Front & Back   |
| 5.      | Inside Pages Printing   | Remaining Pages other than Cover in multi colour  |
| 6.      | Paper   | Cover Page-300 GSM Indian Art Paper + Lamination<br>Inner Page-70 GSM Maplitho 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.<br>2. 20 Photographs to be scanned in full.<br>3. Inside Pages to be typeset, Planned and designed by the Printer in Consultation with Bank. |
| 9.      | Hindi Font  | Unicode(Mangal Font)  |
| 10.     | Proofing/Proof of Magazine  | Proof to be got approved from HO Accounts Department within three days of handing over the printing material.   |
| 11.     | Binding   | Perfect Binding   |
| 12.     | Schedule  | 200 Copies to be printed and delivered within 3 days from the date of approval of the dummy copy.   |
| 13.     | Delivery  | To be made at HO as per Bank's instruction within 3 days from the date of approval of the dummy copy.   |

**Price Bid**

|  |   |   |  |
|--|---|---|--|
| Name of the Printing firm :            |   |   |  |
| Name of the Prop./ Partners/Director:  |   |   |  |
| Complete Address of the Printing Firm: |   |   |  |
| Mobile Nos.:                           |   |   |  |
| Sr.<br>No                              | Item  | Cost per copy<br>(excluding all<br>taxes/GST) | TOTAL COST<br>(excluding all<br>taxes/GST) |
| 1                                      | <b>BANK'S ANNUAL REPORT 2021-22</b><br>Quantity -200 Books<br>i)Size : 8.25" X 10.25"<br>ii) Cover: 4 pages Color Printing on 300 GSM including cost of Indian Art Paper,+Plate Making + Processing + Printing + Binding + Glossy Lamination and Etc.<br>iii)Text Printing on 70 GSM Maplitho Paper + cost of Paper + Plate Making + Processing + Printing + Binding and etc.<br>Inner pages- Remaining pages multi color printing. |   |  |
| 2                                      | (+/-) 4 Pages of Text   |   |  |
|  | <b>Total</b>  |   |  |

We hereby agree to abide by the above declarations and the rates will remain valid for **two months:**

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.