



**Request for Quotations for Designing &
Printing of Bank's Annual Report for the
Financial Year 2023-24 from Empaneled
Printers.**

(A) Disclaimer

The information contained in this RFQ document or any information/documents provided subsequently to printer(s) whether verbally or in documentary form by or on behalf of the Bank is provided to the printer(s) on the terms and conditions set out in this RFQ document and all other terms and conditions subject to which such information is provided. The purpose of this RFQ is to provide the printer(s) with information to assist the formulation of their proposals. While effort has been made to include all information and requirements of the Bank, this RFQ does not claim to include all the information each printer may require. The 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 RFQ. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend, supplement or annul the information in this RFQ.

(B) Brief about J&K Grameen Bank:

“J&K Grameen Bank”, a Regional Rural Bank created by amalgamation of Jammu Rural Bank and Kamraaz Rural Bank by Government of India while exercising power conferred by Sub-Section (1) of section 23(A) of the Regional Rural Bank's Act,1976 vide notification dated 30th June 2009, issued by Ministry of Finance, Department of Financial Services, carrying on Banking Business, having its Head office at Narwal, Jammu, Pin-180006, Jammu and Kashmir, hereinafter referred to as the “Bank”.

Detailed information about J&K Grameen bank is available at Banks website www.jkgb.in.

(C) Objective of RFQ

Designing & Printing of Bank’s Annual Report for the Financial Year 2023-24.

Sealed quotations are invited for Designing & Printing of Bank’s Annual Report for the Financial Year 2023-24, from the printers already selected for printing of Bank’s printed stationery for the next two years i.e. 2023-24 & 2024-25 vide RFQ having Ref No. JKGB/GAD/STATIONERY/2022-23/8092 dated 29.03.2023 regarding *Printing & Procurement of Printed Stationery / Security Forms for the next two years i.e. 2023-24 & 2024-25*.

Other details i.e. items to be printed, specification and terms and conditions will be available with the RFQ.

(D) Schedule for RFQ Process:

RFQ Ref. No.	JKGB/GAD/2024-25/172 Dated: 08.04.2024
Scope of Work	Designing & Printing of Bank's Annual Report for the Financial Year 2023-24.
Mode of RFQ Submission	Offline
Contact details for correspondence regarding this RFQ	Sh. Doger Lal Sharma & Mr. Vivek Bhardwaj General Administrative Department, J&K Grameen Bank Head Office, Narwal-180006, Jammu E-mail: stationery.hoj@jkgb.in Contact No. 9797127377/ /7006175478
RFQ Type	Limited
Base Currency	INR (₹)
Last date and time for submission of RFQ	24.04.2024, upto 12 noon
Address for submission of RFQ	The General Manager, J&K Grameen Bank Head Office, Near Fruit Complex Narwal 180006, Jammu
Date of opening of Sealed Quotations	24.04.2024 at 01:00 P.M.

(E) TERMS AND CONDITIONS:

The following terms and conditions will be binding on all the Printers. These terms and conditions will also form a part of the purchase order, to be issued to the Successful Printer and shall be applicable during the complete term of the agreement with the Successful Printer:

- 1. The details of the items in respect of size, specification, binding and paper to be used are given as under**

S.No.	Particular	Description
1	Job	Designing and Printing of the Annual Report (Bilingual-English and Hindi both) for the FY 2023-24
2	Quantity	330 copies and one Softcopy in PDF Format
3	Size	11"× 8.50" (Finished Size)
4	No. Of Pages	77 Leaves front back (Four Color)
5	Binding	Perfect Binding
6	Paper	
	(i) Cover	300 GSM Cover with lamination coating
	(ii) Inner Page	120 GSM Glossy Paper

- 2. Hindi translation of entire balance sheet should be done at printer's end.**
- 3. The printer shall deliver the printed Annual Reports within two weeks from the date of finalization of proof reading by the Bank.**
- 4. Rates quoted should be inclusive of GST for the above mention specification and FOR, Head Office, Narwal, Jammu.**
- 5. The specimen for printing purpose of Annual Report to be supplied should invariably be seen in the office of the HOD, General Administrative Department, Head Office, Narwal Jammu on any working day from 10 AM to 5 PM. The Printers are advised not to quote rates without seeing the specimen.**
- 6. TDS and GST TDS will be deducted from all Bills at the prescribed rates applicable from time to time.**
- 7. The final printing has to be undertaken only after approval of the proof-reading from the HOD, General Administrative Department of the Bank.**
- 8. In the event of change in number of leaf or Copies, payment shall be made on pro-rata basis for per leaf/copy as per rates quoted in the Commercial bid.**
- 9. The successful printer shall supply the material within two weeks from the date of finalization of proof reading by the Bank, failing which a penalty @10% of ordered amount shall be imposed. The bank deserves the right to deduct the penalty (as mentioned above) by any means. Further Bank shall be at liberty to cancel the contract of the printer and assign the contract to other printer whose rates fall on second lowest/third lowest (L2/L3) as the case may be to get the supplies in time. Besides, the Bank shall be entitled to recover the loss/damages which the bank may incur or have incurred on account of getting the said supply from any other suppliers/printers from the defaulting printer/supplier.**

10. The payment shall be made on receipt of entire supply and verification of the printed material.
No part payment of any nature shall be made by the bank at any stage.
11. Bank if not satisfied with the quality of goods or services provided by the vendor/successful printer i.e. paper/other material used in printing, binding, packing other than the specified paper/material mentioned in the RFQ and defective printing found, may cancel the contract and claim liquidated damages amounting to 10% of the supply order.
12. The Bank reserves the right to accept/reject any RFQ /or all RFQ s without assigning any reason thereof.
13. **Dispute:** If a dispute of any kind, whatsoever ,arises between the Bank and vendor/successful printer in connection with or arising out of the contract of supply of goods/providing of service, whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, in-action, determination; matter in dispute shall be referred to the Internal Dispute Resolution Tribunal of the Bank and if not acceptable to vendor/service, it shall then be referred to Arbitrator of the Bank. The decision of Internal Dispute Resolution Tribunal or Arbitrator of the Bank as the case may be , shall be final and binding on the parties.
14. **Arbitration:** All disputes between the parties after the repudiation/cancellation, termination, or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration, if reference thereof to Dispute Resolution Tribunal is not acceptable to the vendor/service provider as the case may be. The arbitration shall be conducted in accordance with the provisions of the J&K Arbitration & Reconciliation Act 1996, Arbitration and Conciliation Act 1996. The Courts in Jammu alone shall have jurisdiction over such arbitration proceedings.
15. The resultant contract will be interpreted under Indian & J&K UT Laws.
16. Printers are not permitted to alter or modify their bids after expiry of the deadline for the receipt of bids.
17. Insurance of goods against loss or damage incidental to manufacture or actuation, transportation, storage and delivery shall be at risk and responsibility of the vendors/Printers.
18. The Printer should sign & affix his/her firm's stamp on each page of the RFQ document and all its related documents as the acceptance of the offer made by the printer will be deemed as a contract.
19. Bank shall have the right to call upon the information regarding status of work at any point of time.

20. **Sensitive Information:** Any information considered sensitive must be protected by the printer / supplier from unauthorized disclosure, modification or release or access.
21. **The printers are advised to submit both signed & stamped copy of RFQ document and Quotation in a sealed envelope & superscribe on the envelope “Request for Quotations for Printing of Bank’s Annual Report for the Financial Year 2023-24” & shall also indicate their telephone numbers and valid email address.**

G. DOCUMENTS TO BE SUBMITTED ALONG WITH COMMERCIAL BID:

- Quotation as per Annexure
- Copy of RFQ Document

Note:

- 1. All documents should be stamped and signed by the Printer otherwise the RFQ shall be rejected**
2. Interested printers agreeable to abide by the terms and conditions as mentioned above are required to submit their quotations in a sealed envelope on or before last date, as per Annexure "A".
3. If, at any time, the information provided by the Printer is found false, the RFQ shall be rejected out rightly.
4. Printers are advised to submit the sealed envelope well before the last date and time of submission i.e. 24.04.2024 upto 12 noon. Any bid received after the due time shall not be accepted.

ANNEXURE-A

Commercial Bid:

Name of the Printer :
Phone Number :
ADDRESS :

Quotation for Designing & Printing of Annual Report for Financial Year 2023-24				
PARTICULARS	SIZE	QUANTITY	Binding	TOTAL COST in Rs.
Designing & Printing of Annual Report for FY 2023-24	11"× 8.50" (Finished Size)	330 copies (Bilingual – English & Hindi Both) and one Softcopy in PDF Format.	Perfect Binding	

NOTE:

- PAPER TO BE USED:**
(i) Cover = 300 GSM Cover with lamination coating (ii) Inner Page = 120 GSM Glossy Paper.
- IMPRESSION: 77** Leaves front back (Four Color)
- Rates should be inclusive of all charges (including service charges, GST, all other taxes, FOR at Head Office etc.)
- Hindi translation of entire balance sheet should be done at printer's end.
- The printer shall deliver the printed Annual Reports within two weeks from the date of finalization of proof reading by the Bank.
- The specimen for printing purpose of Annual Report to be supplied should invariably be seen in the office of the HOD, General Administrative Department, Head Office, Narwal Jammu on any working day from 10 AM to 5 PM. Before quoting the rates, the printers are advised to visit the office for checking the specimen.
- In the event of change in number of leaf or Copies, payment shall be made on pro-rata basis for per leaf/copy as per rates quoted in the Commercial bid.

Sign and Stamp