

 ವಿಶ್ವಾಸದ ಪ್ರತೀಕ	KARNATAKA GRAMIN BANK (A Scheduled Bank established by Government of India : Sponsored by Canara Bank) G A Wing : P & S Section
	P & S WING: G. A. Wing: Head Office.32, Sanganakal Road Gandhi Nagar, Ballari-583103, Phone: 08392-236461,236418
REF: KGB/HO/GA/P&S/56/2020-21	DATE: 09-12-2020

Schedule of events:

Sl no	Event	Schedule date	Time	Place
1	Commencement of issuance of tender application forms/ document	11-12-2020	10.00 AM	KGB H.O, Gandhinagar BALLARI
2	Last date for submission of duly filled-in and sealed tenders	28-12-2020	5.30 PM	KGB H.O, Gandhinagar BALLARI
3	Opening of the tenders	29-12-2020	4.00 PM	KGB H.O, Gandhinagar BALLARI

TERMS AND CONDITIONS OF THE TENDER PROCESS:

- The stationery items are to be supplied by the successful Tenderer, within 15 Days from the date of placement of order and rates are valid up to 31-12-2021.
- The Rates shall be quoted for items enlisted in the Annexure.
- The Stationery Items should be supplied by the successful supplier, on piecemeal basis as and when required.
- The applicants/tenderers have to quote the rates inclusive of all Taxes/GST Screen Printing/engraving charges and transportation cost F.O.R to Ballari and any future new taxes will have to be borne by the Tenderer.
- The items shall be supplied at the doorstep of the Bank.
- The samples are to be submitted duly numbered as per Annexure along with the tender document. The samples are to be collected back by the Unsuccessful tenderers at their own cost within 15 days from the date of Finalization of the tender rates. Bank may at its sole discretion dispose off such samples besides collecting any Charges/expenses that Bank may incur in disposing of such samples not collected back by the unsuccessful Tenderers.
- Tender applications without samples will not be considered.

- The Bank reserves the right to reject the material which is found unsatisfactory and not as per Bank's specification .The Bank will be the sole judge in deciding suitability or otherwise of the good/s.
- The Bank will not be bound to accept the lowest quotation and reserves the right to accept or reject without assigning any reasons.
- The Tenderer should strictly adhere to the specifications and make and any deviation in this regard will entitle the bank to summarily reject the items and will not qualify for Payment.
- Any applicable Tax will be deducted while making payment.
- Disputes if any will be subject to Ballari jurisdiction.
- The tenders shall be opened on 29-12-2020 at 4.00 PM at Head Office of KGB in Ballari, in the presence of such of those Tenderer/s or their Agent or representative who choose to be present at the cost of tenderer.
- The sealed Tender applications shall be submitted to the following address so as to reach on or before 28-12-2020 at 5.00 PM.

TO,
 THE CHIEF MANAGER,
 P&S Section
 KARNATAKA GRAMIN BANK,
 HEAD OFFICE, NO-32,
 SANGANAKAL ROAD,
 BALLARI- 583103, Karnataka

- The Tender Applications received after the due date and time will not be considered.
- The Tender will be opened as per schedule mentioned in the Schedule of Events with at further notice.
- The Tenderer should be submitted in two covers separately
 - A] Technical bid cover.
 - B] Commercial bid cover

A) Technical Bid cover should contain the following documents

1. Balance Sheet and P &L A/c for the previous year.
2. EMD amount of Rs 15000/- by way of cheque /DD drawn on Ballari.
3. Copy of Terms and conditions duly signed with seal for having accepted the Terms and conditions
4. On the top of the cover please mention as follows

“Technical Bid for Procurement of Stationery Tender”

Tender application fee of Rs.200/- by of DD in favor of Karnataka Gramin Bank drawn on Ballari.

B) Commercial Bid cover should contain the following

1. Commercial Bid
2. On the top of the cover please mention as follows:

“Commercial Bid for procurement of Stationery Tender”

CHIEF MANAGER

ANNEXURE
Details of Stationery Items:

Sl no	Name of the Item	Make	Approximate Quantity required	Existing Stock	Rate
1	Brown Envelop 11 x 5- 90gsm -with printing of Bank's Name & Logo(pack of 100)	SPB	600000	Nil	
		ANDHRA			
2	Brown Envelop 9 ½ x 4 ½ -90gsm- with printing of Bank's Name & Logo(pack of 100)	SPB	600000	Nil	
		ANDHRA			
3	Era Files with printing of Bank's Name & Logo	AJS	5000	3000	
		NJS			
4	Full Cover Pusti Files with printing of Bank's Name & Logo	Best quality	1000	Nil	
5	FD Plastic wallets with printing of Bank's Name & Logo	Best quality	300000	150000	
6	Office files-clip with printing of Bank's Name & Logo	Best quality	100000	1000	
7	Office files-with Machine made clip & Long Buffer with printing of Bank's Name & Logo	Best quality	10000	Nil	
8	Pusti file-Half with printing of Bank's Name & Logo	Best quality	20000	Nil	
9	Pin Boxes- 400 Grams each (Perfect solid heads)	Best quality	1200	50	
10	Staplers (Small) Gold 10 with printing of Bank's Name & Logo	Kangaroo G-10	2500	700	
11	Staplers (Big) HP 45 with printing of Bank's Name & Logo	Kangaroo HP-45	1500	200	
12	Scissors (9 inch) with printing of Bank's Name	Best quality	3000	Nil	
13	Cloth Envelop 14x10 with printing of Bank's Name & Logo	Best quality	100000	120000	
14	Cloth Envelop 15x11 with printing of Bank's Name & Logo	Best quality	100000	100000	
15	Slip Bundle Wrapper with printing of Bank's Name & Logo	Best quality	500000	20000	