

**Allahabad UP Gramin Bank**

**REQUEST FOR PROPOSAL  
FOR  
Printing of Calender - 2016**

**PROPOSAL REFERENCE 10/2015**

Head Office,  
D.M.Colony, Civil Lines  
Banda – 210 001

Ref: 10Calendars/2016

Date: 24.09.2015

**Request For Proposal (RFP) for printing of Calendars – 2016****Contents**

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**A. INVITATION FOR TENDER OFFERS:**

Sealed tenders are invited from the interested printers for the printing of Bank's Calendars for the year 2016.

**Details of RFP in brief:****Job: Printing of Calendars 2016**

|    |                       |             |
|----|-----------------------|-------------|
| 1. | 6 SHEET DATE CALENDAR | Qty: 52,500 |
|----|-----------------------|-------------|

Both, technical & commercial, bids must be submitted giving full particulars **in separate sealed envelopes** on or before the last date specified.

Last Date and Time for receipt of tender offers: **27.10.2015 up to 02.00 p.m.**  
 Time and Date of Opening of Technical Bids: **27.10.2015 at 4.00 p.m.**  
 Time and Date of Opening of Commercial Bids: **27.10.2015 at 5.00 p.m.**

**Address for communication, submission of Bid and place of opening tender offers:**

Allahabad UP Gramin Bank  
 Head Office  
 D.M.Colony,Civil Lines-Banda 210001

Telephone No: 05192 - 220109, 221096,  
 Fax No : 05192 – 221463  
 Email: augb\_ho@rediffmail.com  
[mailto:augb\\_ho@rediffmail.com](mailto:augb_ho@rediffmail.com)

**Earnest Money Deposit:** Rs.20000 /- (Rs. Twenty thousand only) by Demand draft or Pay Order payable at Banda

## B. Terms and Conditions:

The following terms and conditions will be binding on all the vendors. These terms and conditions will also form a part of the purchase order, to be issued to the successful bidder(s) on the outcome of the tender process.

### 1. Qualification Criteria for the Printer/Bidder:

- i) The Printer should have an Annual turnover of Rs.1 crore and above during last 3 years, which is to be supported by Audited/Provisional Balance Sheets/CA certificate. This must be the individual Company's turnover relating to printing work and not that of any group of Companies.
- ii) The Printer should have made profits in the last 3 financial years,
- iii) The Printer should have own printing press/ facilities/ necessary set up in Delhi/ Uttar Pradesh and or surrounding areas (states), capable of Hindi and English data feeding and printing minimum 2 lacs calendars, within a period of **30 days** after approval of printing materials by the Bank.
- iv) The Printer should have printed calendars of minimum the same Quantity as specified in this RFP for some reputed companies/Banks/FIs in last 2 years.
- v) The Printer should not have been blacklisted by any Government or Private Organization.
- vi) The Job will not be given to any Printer for just being L-1, the capacity to complete the job within the given time frame and with desired quality will also be considered.

### 2. Last date for submission, Tender Fee, EMD, Security Deposit etc.

- i) Last Date for submission of the Technical and Commercial Bids is **27.10.2015 up to 02.00 p.m.**
- ii) Time and Date of Opening of tender offers:  
Technical Bids: **27.10.2015 at 4.00 p.m.**  
Commercial Bids: **27.10.2015 at 5.00 p.m.**
- iii) Place of opening tender offers:

Allahabad UP Gramin Bank  
Head Office,D.M.Colony  
Civil Lines  
Banda – 210 001

The Tender Fee DD/PO is to be submitted along with the Tender and to be placed in the Envelope -1 containing Technical Bid.

- IV) After our approval, the printer shall print and complete the supply of the entire quantity of the order placed within 45 days from the date of approval of the proof or on or before 15.12.2015 whichever is earlier to all our 10 Regional Offices, spread out all over Uttar Pradesh and to our Head Office at Banda.

v) The Printer is required to make earnest money deposit (EMD) of Rs20,000/- (Rupees Twenty thousand only) by a Demand Draft or Pay Order of any Nationalised Bank favouring Allahabad UP Gramin Bank payable at Banda, The EMD DD/PO is to be submitted along with the Tender and to be placed in the Envelope -1 containing Technical Bid. **Offers made without EMD will be rejected.** Bank will not pay any interest on the EMD.

vi) The EMD will be refundable only on the non acceptance of the offer by the Bank or on the satisfactory completion of work, if the work is assigned to the Printer. The EMD will be forfeited for all other reasons including the non acceptance on the part of Printer to execute the job or non compliance of Terms and Conditions of the RFP.

vii) If the contract is awarded, a refundable security deposit @ 10% of the total cost of contract is to be deposited **within 4 days** of awarding of contract, in the form of Demand Draft or Pay Order of any Nationalised Bank favouring ALLAHABAD UP GRAMIN BANK, payable at Banda which will be retained by the Bank till the satisfactory completion of the work. No interest will be paid on this amount. The Security Deposit may be forfeited on account of unsatisfactory work done by the Printer.

### 3. Description, Specifications and Scope of Work As per Annexure – 1

- i) The specifications mentioned are approximate and may vary at the time of placing the order.
- ii) Bank reserves the right to amend, modify, add or delete, accept or reject in part or full or any conditions or specifications or quantity or the offers without assigning any reason thereof. The decision of the Bank will be Final.

### 4. Submission of Tenders

The printers shall submit their offer in two separate sealed envelopes duly super scribed as mentioned here under. **Conditional offer is liable to be rejected.**

The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. Bank may treat offers not adhering to these guidelines as unacceptable.

#### (A) ENVELOPE 1: TECHNICAL BID

- a) It is mandatory to provide the technical details in the exact format of specifications. *The offer may not be evaluated by Bank* in case of non-adherence to the format or non-submission / partial submission of technical details as per the format given in the tender. Bank will not allow/ permit changes in the technical specifications once it is submitted. Failure to submit this information along with the offer could result in disqualification.
- b) The envelope should be superscribed as 'TECHNICAL BID FOR PRINTING OF CALENDARS 2016' and shall contain only the following:-
  - i) Printer Information as per the format given in **Annexure – 2.**
  - ii) Summary details with the covering letter as per enclosed format (**Annexure – 3**)
  - iii) Audited Balance Sheet/CA certificate in support of Annual Turnover of the company for the last 3 years.



- iv) Assurance to complete the job (including delivery) within the period of 30 days after the final approval of proof from our side. Tentative Schedule to be enclosed from the date of Final Approval.
- v) Total Capacity in terms of No. of Calendars (final product) produced per day.
- vi) Details of Machinery including Binding.
- vii) One specimen of the Calendars printed in the past similar to our specifications.
- viii)
- ix) Demand Draft or Pay order of Rs 20,000/- (Rupees Twenty thousand only) of any Nationalised Bank favouring ALLAHABAD UP GRAMIN BANK, payable at Banda towards the Earnest Money Deposit (EMD).
- x) Latest clearance certificate of Sales Tax, Income Tax and Work contract Tax, Excise etc. as applicable.
- xi) Printer should comply with K.Y.C. Norms and should attach the copies of the following in support of the same:
  - i) Proof of Address
  - ii) Proof of Identity
  - iii) Article of Association (in case of Company)
  - iv) Certificate of Commencement of Business (In case of Company)
- c) Technical Bid shall not mention about the rates/costs for the work.

**(B) ENVELOPE 2 : COMMERCIAL BID**

- i) To be superscribed as 'COMMERCIAL BID FOR PRINTING OF CALENDARS 2016' and shall contain only the following:-
  - i) Covering letter with complete quotation as per the format (Annexure – 4)
  - ii) Sample of the paper quality (specifically mentioning the gsm & manufacturer)
- ii) QUOTATION SHOULD BE DULY SIGNED BY AUTHORISED PERSONS WITH DATE AND SEAL OF THE PRINTER.
- iii) The Commercial bid must not contradict with the Technical bid in any way.
- iv) The offer must be made in Indian Rupees only, including all taxes/ octroi, transportation charges etc. No price variation relating to increases in customs duty, excise tax, price variation etc. will be permitted.
- v) The L1 bidder will be decided on the TCO (total cost of ownership)
- vi) The offer should hold good for a period of 60 days from the date of the opening of Commercial bid.

## 5. Execution of work

- i) 1. Completion of the entire job (including delivery) **within 30 days** after approval of printing material by the Bank.
- ii) Sub tendering of the printing job or any part thereof will not be permissible.
- iii) 2. Copy of all the printing material should be presented well in advance for approval prior to final printing of the Calendars.
- iv) The delivery will be made at the 10 regional office & Head Office .The number of calendars to be delivered will be informed at the time of giving final approval for printing.
- v) In the event of any delay in adhering to the time schedule for Printing & Delivery by the specific dates, the printer shall be liable for a penalty of 1% of the Tender Cost per day for the delayed period (maximum 10%) as liquidated damages to the Bank as well as forfeiture of the EMD and/or Security Deposit.
- vi) If the work is not found to be of good quality and there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount, including forfeiture of the EMD and/or Security Deposit.

## 6. Payment procedure

- i) No advance payment will be made for executing the work order.
- ii) Payment would be made after the delivery of the Calendars at specified locations and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill.
- iii) No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.
- iv) No escalation in the rates will be accepted/ entertained.

### Other Terms & Conditions:

7. Tender offers received within the prescribed closing date and time will be opened in the presence of vendors' authorized representatives on the specified date and time as mentioned in the tender document.
8. The Bidder will be called for the opening of Commercial Bid only when they qualify in the Technical Bid.
9. **Preliminary Scrutiny:** Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter the Commercial bid will be opened of those bidders who are found technically eligible. In their presence, Bank will scrutinize whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule etc.
10. To assist in the scrutiny, evaluation and comparison of offers, Bank may at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing and shall not amount to acceptance of the bid/ tender.
11. Bank reserves the right, at its discretion, to waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all bidders.
12. **No Commitment to Accept Lowest or Any Tender:** Bank shall be under no obligation to accept the lowest or any of the offer received in response to this tender notice and shall be entitled to reject any or all offers including incomplete offers, without assigning any reason whatsoever. Bank

reserves the right to make any changes in the terms and conditions of the tender. Bank will not be obliged to meet and have discussions with any Bidder, and or to consider any representations.

**13. Negotiation:** It is essential for the printers to quote the lowest price at the time of making the offer in their own interest. Bank will entertain any price negotiations, with the lowest quoting vendor, for further reduction.

**14. Right to alter quantities:** Bank reserves the right to alter/ modify the proposed job plan/ items specified in the tender. Bank also reserves the right to delete one or more items from the list of items specified in tender.

15. Bank reserves the right to place repeat order/s on the printer under the same terms and conditions within a period of three months from the date of acceptance of first order by the printer.

**16. Order Splitting:**

To reduce the risk of delay in the project, Bank may split the order approximately in the ratio of 50:30:20 among the printers offering the lowest total price (L1), the second lowest total price(L2) and the third lowest total price(L3) provided the difference in total price between L1 and L3 is less than or equal to 8%.

However, the work order for L2 and L3 will only be at the rate offered by L1. If L2 and L3 do not accept the work order in writing within 5 working days, then work order will stand automatically cancelled. If any one of the printers out of L2 or L3 accepts the work order in writing, within 5 working days, and the other refuses, the Bank will split the order in ratio of 60:40 between L1 and the printer who agrees (Out of L2 and L3).

If difference in total price between L1 and L3 exceeds 8%, but the difference between L1 and L2 is less or equal to 8%, then the Bank will split the order in the ratio of 60:40 between the printer offering the lowest total price and the printer offering the second lowest total price(L2).

However, the work order for L2 will be at the same rate as offered by L1. If L2 does not accept the work order in writing within 5 working days, then the same will stand automatically cancelled.

If the difference in the total price between L1 and L2 exceeds 8% Bank will place the entire order (or only 60% of it at its discretion) on L1 printer. L2 and L3 are required to match their prices with L1 on the overall price for Bank's Calendars printing plan outlay.

In case two or more printers quote the same price, Bank's decision to allot the work to any one will be final and binding on the remaining concerned bidders.

**17. Order Cancellation**

a) Bank reserves its right to cancel the order or charge penalty 1% of the tender cost per day (maximum 10%) in the event of non-delivery of material (Calendars) within the specified time limit.

b) The work order can be cancelled for any serious discrepancy in the Calendars printed. Bank's decision on seriousness of the discrepancy will be final

In addition to the cancellation of release order, Bank reserves the right to appropriate the damages from the earnest money deposit (EMD)| Security Deposit given by the printer.

**18.** Printers are advised to study the RFP ITender carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFPITender document with full understanding of its implications.



**19.** The clarifications & interpretations given by the Bank shall be final. Any dispute arising will be subject to the Jurisdiction of the Courts at Banda/Mumbai.

**20.** Resolution of Disputes

Bank and the printer shall make every effort to resolve, amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Bank and the Printer are unable to resolve amicably, either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by Bank and the other to be nominated by the printer. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The arbitration and conciliation act 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be Banda.

**21.** The bank reserves the right to amend, modify, add or delete, accept or reject in part or full or any terms and conditions of tender & RFP without assigning any reason thereof. The decision of the bank will be final

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**Description, Scope and Specifications of Work**

**General:**

1. Paper should be purchased by the printer.
2. Responsibility of the accuracy for printing the calendars as per the design given by the Bank will be that of printer only.
3. The job would cover everything including separation, printing, plate making and paper and all such other things in respect of printing of calendars.
4. Job specifications:
5. After our approval, the printer shall print and complete the supply of the entire quantity of the order placed within 45 days from the date of approval of the proof or on or before 15.12.2014 whichever is earlier to all our 10 Regional Offices, spread out all over Uttar Pradesh and to our Head Office at Banda.

**Specification for Bank’s Wall Calendar for the Year 2016**

|   |                 |  |
|---|-----------------|--|
| 1 | <b>Size</b>     | 11.0” x 22.5”  |
| 2 | <b>Paper</b>    | 100GSM Art Paper of Century Or Ballarpur<br>{Bidder should submit only one paper sample with Paper brand and company name}   |
| 3 | <b>Printing</b> | Four Colour –Offset Printing from front & back side of every sheet as per specimen. Original specimen may be sent at our department Head Office. Major festivals/important dates/ “Tithis” like Full Moon, New Moon, “Ekadasi” are to be marked in bilingual at the bottom of dates as per specifications. |
| 4 | <b>Binding</b>  | As per specimen, spirals, hangers etc. quality will be same.   |
| 5 | <b>Capacity</b> | 6 {six} sheets in one calendar   |

|    |   |   |
|----|---|---|
| 6  | <i>Quantity</i>                             | <i>52,500 (Fifty two thousand Five Hundred Only)</i>  |
| 7  | <i>Final Date of Delivery</i>               | <b>30<sup>th</sup> November, 2015</b>   |
| 8  | <i>Penalty for Late Delivery</i>            | <i>1% of delayed supplied quantities for 1<sup>st</sup> week &amp; subsequent delay charge will be 2% of delayed quantities per week. No delivery will be accepted after 15<sup>th</sup> Dec 14</i> |
| 9  | <i>Last Date of Submission of Quotation</i> | <b>27.10.2015 before 2.00 p.m.</b>  |
| 10 | <i>The Technical Bids will be Opened on</i> | <b>27.10.2015 At 3.00 P.M.</b>  |

**PACKING**

25 calendars will be wrapped in a bundle with craft paper. Further 4 bundles will be kept in a corrugated card board box with at least 4 ply.

**11**

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 (Signature of the Authorized Representative)  
 Name & Seal of the Company

Date :-



**Annexure 2****Printer Information**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

| S. No | Item   | Details |
|-------|--|---------|
| 1.    | Name   |         |
| 2.    | Postal address   |         |
| 3.    | Office address   |         |
| 4.    | Telephone/Mobile and Fax numbers   |         |
| 5.    | Email Address  |         |
| 6.    | Constitution Individual/Partnership/Company  |         |
| 7.    | Name and designation of the person authorized to make commitments to the Bank  |         |
| 8.    | Year of commencement of Business   |         |
| 9.    | Turn over of the company (Audited) (not of group)  |         |
|       | F.Y. 2012-13   |         |
|       | F.Y. 2013-14   |         |
| 10    | Profit of the company (Audited) (not of group)   |         |
|       | F.Y. 2012-13   |         |
|       | F.Y. 2013-14   |         |
|       | F.Y. 2014-15   |         |
| 11.   | sales Tax Number   |         |
| 12.   | Income Tax Number (PAN)  |         |
| 13.   | Brief Description of machinery, facilities for production, inspection, testing and quality assurance   |         |
| 14.   | Names and addresses of the principal bankers with whom major credit facilities (fund 1 non-fund) are being enjoyed (Also mention names of the banks in consortium, names of the contact officials of the bank, phone & fax numbers etc.) |         |
| 15    | Name of Companies 1Banks for which similar job work has been done in previous year along with specimen copy of Calendars   |         |



**(A) Check List for Technical Bid**

| Enclosures   | Remarks |
|--|---------|
| Audited Balance sheet/CA certificate in support of Annual Turnover of the company for the last 3 years.  |         |
| Certificate from the respective clients for the similar jobs executed in last two years with respective values of the contract and completion details, |         |
| Assurance to complete the job within the period of 30 days   |         |
| Details of the Machinery   |         |
| specimen copies of the similar jobs (Calendars) done   |         |
| Earnest Money Deposit (EMD) of Rs20,000/- (Rupees Twenty thousand only)..  |         |
| Latest clearance certificate of sales Tax, Income Tax and Work contract Tax as applicable  |         |
| Copies of following document for compliance of KYC Norms   |         |
| Proof of Address   |         |
| Proof of Identity  |         |
| Article of Association (in case of company)  |         |
| Certificate of Commencement of Business (In case of company).  |         |

**(B) Covering Letter for Technical Bid (To be submitted on Printer' s letter head)**

Reference No

Date: .....2015

General Manager,  
Allahabad UP Gramin Bank,  
Head Office,  
D.M.Colony,Civil Lines  
Banda – 210 001

Dear sir,

Reg.: TENDER FOR PRINTING OF CALENDARs

We hereby submit the details as specified in the RFP No. 10/ Calendar2016 dated 24.09.2015. We unconditionally agree to abide by the Terms & Conditions specified therein.

**TECHNICAL BID FOR PRINTING OF CALENDARs**

1. Annual Turnover of the company for the last 3 financial years.

| Annual Turnover of the company for the Financial year 2012-13 (Audited) | Annual Turnover of the company for the Financial year 2013-14 (Audited) | Annual Turnover of the company for the Financial year 2014-15 (Audited) |
|---|---|---|
| Rs. in lakhs  | Rs. in lakhs  | Rs. in lakhs  |
|   |   |   |

Audited/Provisional Balance sheet/CA certificate in support of Annual Turnover is enclosed.

2. similar jobs executed during the last two years with respective values of the contract and completion details,

| Calendars printed in the year | Name of the Company | Description | Quantity |
|-------------------------------|---------------------|-------------|----------|
| 2013-14                       |                     |             |          |
|                               |                     |             |          |
| 2014-15                       |                     |             |          |
|                               |                     |             |          |

3. A certificate from the respective clients for the various jobs executed is enclosed.

4. specimen copies of the similar jobs (Calendars) done are enclosed.

5. We hereby give our assurance to complete the job within the period of 30 days after the approval of proof from your side.

6. Details of the Machinery is annexed.

7. Details of the DD/PDs enclosed:

for Rs.20000/- towards EMD: No \_\_\_\_\_ Bank \_\_\_\_\_ Branch \_\_\_\_\_

8. We have enclosed latest clearance certificate of sales Tax, Income Tax and Work contract Tax. (whichever is applicable).
9. We declare that our firm has not been blacklisted by any Government or Private Organizations.

We hereby declare that the statements made in this Bid are true, complete and correct to the best of my/our knowledge and belief. We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the bank our bid is liable to be rejected at any stage.

We agree to deposit 5% of the contract value as security Deposit if any work is awarded to us. We also agree that the security deposit amount along with the Earnest Money Deposit (EMD) will be retained by the Bank till the satisfactory completion of the Job and the final settlement of the bills. We also agree that the Bank reserves the right to forfeit the security deposit amount and the Earnest Money Deposit (EMD) if we fail to fulfil the terms of contract. This will be in addition to any other penalty imposed by the Bank.

Yours faithfully,

[signature of the Authorized person]  
Full name of the Proprietor/Partner/Director  
seal of the firm & date

**Commercial Bid (To be submitted on Printer's letter head)**

Reference No: 10/Calendars/2016

Date: .....2015

General Manager,  
Allahabad UP Gramin Bank,  
Head Office,  
D.M.Colony,Civil Lines  
Banda – 210 001

Dear sir,

Reg: TENDER FOR PRINTING OF CALENDARs 2016.

We hereby offer to execute the subject work as specified in the RFP No. 10/Calendars/2015 dated 24.09.2015, and agree to abide by the Terms & Conditions specified therein. We undertake the subject work at the Rates Quoted below by us and to commence 1 complete the said work within the prescribed time schedule.

| 1 | Size     | 11 0" x 22 5"   | Rate Per Unit<br>Rs. | Total amount Rs. |
|---|----------|---|----------------------|------------------|
| 2 | Paper    | 100GSM Art Paper<br>{Bidder should submit only one<br>paper sample with Paper brand<br>and company name)  |                      |                  |
| 3 | Printing | Four Colour –Offset Printing from<br>front & back side of every sheet as<br>per specimen. Original specimen<br>may be sent at our department<br>Head Office. Major<br>festivals/important dates/ "Tithis"<br>like Full Moon, New Moon,<br>"Ekadasi" are to be marked in<br>bilingual at the bottom of dates as<br>per specifications. |                      |                  |
| 4 | Binding  | As per specimen, spirals, hangers<br>etc. quality will be same.   |                      |                  |



|         |                        |  |  |  |
|---------|------------------------|--|--|--|
| 5       | Capacity               | 6 (six) sheets in one calendar   |  |  |
| 6       | Quantity               | 52,000 (Fifty Two thousand Only)   |  |  |
| 7       | Final Date of Delivery | <b>30<sup>th</sup> November, 2015</b>  |  |  |
| Packing |                        | To be packed in craft paper housed in ply cartons and strapped for road-worthy transport |  |  |

| Sr. No. | Description   | Quantity | Rate Per Unit Rs. | Total amount Rs. |
|---------|---------------|----------|-------------------|------------------|
| 2       | Wall Calendar | 52,000   |                   |                  |
| TOTAL   |               |          |                   |                  |

- Price quoted should be inclusive of all Taxes/ duties / delivery charges etc and other Government levies if any.
- Deliveries at our Head Office and offices within Uttar Pradesh will be free of cost. No octroi will be paid.
- Rest of the quantities to be delivered to company identified courier in Mumbai free of cost. Company will not be liable to pay for any additional charges / taxes/ levies etc

The rates quoted are inclusive of all taxes, levies, VAT, Excise, sales tax, Octroi etc. The specimen! design! artwork of proposed Calendars shall be provided by us on confirming the assignment. Bank shall have sole rights to accept or suggest changes or reject the artwork.

We understand that the Bank reserves the right to reject any or all the quotations received without assigning any reasons.

We further undertake! declare as follows:

- 1) We agree and accept to abide by this tender offer till 60 days from the date of opening of the commercial bid and our offer shall remain binding upon us and may be accepted by the Bank any time before the expiration of that period.
- 2) Until a formal contract is prepared and executed, this tender offer, together with the Bank's written acceptance thereof and the Bank's notification of award, shall constitute a binding contract between us.

- 3) We understand that the Bank is not bound to accept the lowest or any of the offers the Bank may receive.
- 4) We assure /undertake to complete the job within the period of 30 days from the date of approval of printing material.
- 5) We hereby declare that that the documents, statements and declarations made herein are true, complete and correct to best of our knowledge and belief. We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the Bank our bid is liable to be rejected at any stage.
- 6) We are agreeable to the Payment schedule given in the tender terms.

Yours faithfully,

[signature of the Authorized person]  
Full name of the Proprietor/Partner/Director  
seal of the firm & date



## Annexure 5

## LIST OF LOCATIONS (OFFICES) FOR DELIVERY OF BILL OF MATERIAL

|  |  |
|--|--|
| <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>भार्गव कोठी, चिल्ला रोड<br/>बांदा-210001(उ०प्र०)</p> | <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>राठ रोड<br/>उरई-285001(उ०प्र०)</p>                           |
| <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>भरूहना, वाराणसी रोड<br/>मीरजापुर-231001(उ०प्र०)</p>  | <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>नेपालापुर(लखीमपुर रोड)<br/>सीतापुर-261001(उ०प्र०)</p>        |
| <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>एल० आर० पी० रोड<br/>लखीमपुर-खीरी-262701(उ०प्र०)</p>  | <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>कचेहरी रोड<br/>बहराइच-271801(उ०प्र०)</p>                     |
| <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>हनुमान गढ़ी के पास, पो०-भिन्गा<br/>जि०-श्रावस्ती</p> | <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>जगन्नाथपुर, सिंधौली रोड,<br/>पो०-बिसवां<br/>जि०- सीतापुर</p> |
| <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>गांधी नगर, छतरपुर रोड<br/>महोबा</p>                  | <p>क्षेत्रीय कार्यालय<br/>इलाहाबाद यू० पी० ग्रामीण बैंक<br/>अमानपुर (बेड़ीपुलियाद्ध, पो०-कर्वी<br/>जि०-चित्रकूट</p>      |

