

	<p>स्टेट बैंक ऑफ इन्दौर लेखन सामग्री विभाग 518, शीलनाथ कम्प, इन्दौर (म.प्र.)-452003</p>
	<p>पूछताछ क्रमांक 45/2008-09 दिनांक 17/04/2009 निविदा उपरोक्त पते पर 23/04/2009 को भा.मा.स. 14:00 बजे तक स्विकार की जावेगी। निविदा प्र.का. 5 व्हाय.एन. रोड, इन्दौर पर 23/04/2009 को भा.मा.स. 15:00 बजे खोली जावेगी।</p>

सलग्न इस प्रारूप में नहीं दिये गए भावपत्र स्विकार्य नहीं होंगे।

बैंक के वार्षिक प्रतिवेदन 2008-09 की छपाई व प्रदाय। वर्षान्त 31 मार्च 2009 के लिए अध्यक्ष भाषण

के छपाई एव प्रदाय हेतु सिलबंद भावपत्र आमंत्रित है

अनुलग्नक लिखे बस्तुओं के प्रदाय हेतु सिलबंद निविदाएं आमंत्रित हैं बैंक में पंजीकृत छपाईकर्ताओं के अलावा वे भी निविदा प्रस्तुत कर सकते हैं जो निम्न मापदंड पूरे करते हों।

- 1) पुंजी निवेश 25 लाख से कम न हो।
- 2) छपाई क्षेत्र में कम से कम 5 वर्ष का अनुभव।
- 3) समय पर आर्डर पूर्ण करने की क्षमता।

ऐसे निविदाकर्ता साथ में एक लिफाफे में बलेन्सशिड तथा अन्य दस्तावेज जो उनके पात्रता दावे की पुष्टि करते हों को एक लिफाफे में जिसपर लिखा हो "पूछताछ क्र.45/08-09" से संबंधित दस्तावेज। इसके तथा अर्नेस्ट मनी के रु. 10,000/- के इन्दौर पर भुगतान योग्य डिमाण्ड ड्रॉपट/बैंकर्स चैक की अनुपस्थिति में उनके द्वारा प्रस्तुत वित्तीय बोली/भावपत्र का लिफाफा नहीं खोला जावेगा व निरस्त किया जावेगा।

प्राप्त निविदाएं स्टेट बैंक ऑफ इन्दौर प्र.का. 5 व्हाय.एन. रोड, इन्दौर पर 23/04/2009 को अपरान्ह 3:00 बजे निविदाकर्ताओं/उनके अधिकृत प्रतिनिधियों की उपस्थिति में खोली जावेगी। अगर वे नहीं आते हैं तो भी खोली जा सकेगी। किसी अपरिहार्य कारणों से समय-तारीख व स्थान में परीवर्तन किया जा सकेगा।

मु.प्र. (ले.सा.वि.)

सलग्न प्रारूप

TENDERER TO STAMP AND SIGN EACH AND EVERY PAGE

STATE BANK OF INDORE
STATIONERY DEPTT
518,SHEELNATH CAMP
INDORE [M.P.] 452003

Enquiry No. 45/2008-09 Dt 17/04/2009

Closing date/time for acceptance of tender:
23/04/2009, 14.00 hrs. [IST] at above address

Tenders will be opened on 23/04/2009, 15.00 hrs
[IST]. At H.O, 5, Y.N.Road, INDORE

QUOTATIONS NOT IN THE ENCLOSED FORMAT WILL NOT BE ACCEPTED

SEALED QUOTATIONS ARE INVITED FOR PRINTING & SUPPLY OF THE BANK'S ANNUAL REPORT FOR 2008-09 AND THE SPEECH OF THE CHAIRMAN FOR THE 48TH ANNUAL GENERAL MEETING.

Sealed quotations are Invited for supply of item mentioned in the annexure. Suppliers/Printers other than

suppliers/printers registered with the bank can also furnish Quotations/Tenderes fulfilling the following criterion –

1. Capital Investment Rs. 25 Lacs.
2. Minimum experience in the line 5 years.
3. Capable to Execute order within stipulated period.

They should furnish balance sheet and other evidence in a separate envelope mentioning there "DOCUMENTS RELATING TO ENQ. NO. 45/2008-09" to enable the bank to verify their eligibility. In the absence envelope containing documents to verify claim of eligibility and D.D./Banker's cheque of Rs 10000/= payable at Indore, as earnest money tender envelope containing financial bid/ rate quotation will not be opened and the tender will be summarily rejected .

Received tenders will be opened at State Bank of Indore, Head Office, 5, Y.N. Road, INDORE on 23/04/2009 at 3.00

p.m. in presence of tenderers /their authorized representatives, if present., or in absentia if not present. Due to

inevitable reasons the date and time may be changed.

Chief Manager,
Stationery Deptt.

Encl: Format

Please note the following details in respect of printing which should be carefully observed:-

- A) **Item to be printed and supplied - Chairman's speech for the year ended 31st March 2009.**

A Book of 08 leaves including cover leaves. (Offset Printing Only) printing in Diglot setting Hindi & English.

1. **Number of copies to be printed 1200.**
2. Printing in Diglot setting (Hindi and English).
3. **The Size of the Chairman Speech will be 5 ½” x 8 ½”.**
4. Paper Quality – (A) 12 Inner pages on Indian Art Paper. (B) 04 Cover pages with Lamination (Out Side) On Indian Art Paper. “A” Grade Paper Mills’s Paper Ballarpur, J.K., Orient, Amlai, Sirpur, Century, Westcost.
5. Paper Weight – 100 GSM Inner Paper, 170 GSM Cover Paper.
6. **Leaves - (A) 6 (12 Pages) Inneer. + (B) 2 (4 Pages) Cover. = 8 (16 Pages).**
7. **Binding & Printing Specification :** - (A) 6 (12 Inner Pages) Will have both side printing. In one colour, (B) 2 (4 cover pages) front page will be having photo and Both side Printing the four colour book wire stitched (Two Pin)

Note :- (A) Cost of Addition// Reduction (+ -) Pages should be shown separately in the quotation.

(B) The chairman’s speech book should be delivered positively by 30-04-2009. However the exact date will be advised by the bank at an appropriate time or within 3 days of our strike order failing which a penalty of Rs.2000/- per day will be imposed.

(C) Printing material will be supplied by the bank. Final printing designing and proof reading of the publications will be approved by planning deptt., at H.O. Indore.

(D) Cover page will be got designed by us separately & this art work will be property of the bank and printer shall have is hand it back to the bank after printing work is over.

B) Item to be printed and supplied : Bank’s Annual Report 2008 –2009

1. **Number of copies to be printed 1000.**
2. Printing in Diglot setting (Hindi and English)
3. **The size of the Annual Report will be 8 ½” x 11”.**
4. Cover pages duly laminated Indian Art Card with multi colour separation and printing on all the four pages cover laminated both side and other pages/Graph pages in four colour with screen effects by colour transparencies and art work respectively.
5. the Annual Report has to be printed by photo type letter setting and the design of the format etc., should be first approved by the bank.
6. **Paper :-** a. Cover Pages - Indian Art Card 250 GSM
b. Inner Pages on Indian Art Paper of 100 GSM Mat finished.
7. The Planning Department of the Bank be referred for any other clarifications or specifications.
8. **Binding :-** Section binding with threads stitching. Cover Pages pasted over inner pages/ perfect binding (Paste Bound).
9. Complete art work and lay out including designing and art work of front cover of the Annual Report will be done by the printer with consultation of our Planning Department at Head Office Indore.
10. Number of colour transparencies will be minimum of 35 (which may also increase) would also be printed interspread with text for each transparency.
11. Number of inner pages will be 168 + 4 cover total 172 including cover pages (84 Inner Leaves + 2 Cover Leaves = 86 Leaves) cost of addition/ reduction for pages should be shown separately in the quotation.

C) 1. **Number of copies Printed 5500**

2. Printing in digilot (Hindi & English)
3. The size will be 8 ½” x 11”

4. Paper – a. Cover Page Art Paper – 130 GSM

b. Inner Pages - maplitho 70 GSM

5. Single colour Printing no photographs.
6. The Planning department of the bank be referred for any other clarification or specification.

Quoted Rates :--

(a) A + B + C (For 1200 +1000 +5500 copies) For Total Cost Rs._____

Rs. in words _____

(b) In Bank's annual report, for decrease/ increase in number of pages cost reduction/ increase will be @ Rs._____ per page for 1000 copies and Rs._____ per page for 5500 copies..

(c) In chairman Speech for decrease/ increase in number of pages cost reduction/increase will be @ Rs._____ per page for 1200 Copies.

D The terms of Printing :-

1. The Printer must take the final go-ahead signal from the bank when the paste up work of Annual Report is ready for plate making irrespective of the running matter, screen designs etc.
2. The printer has to arrange for the proof reading for reading and corrections in three stages i.e. I) Gally stage ii) Final stage iii) Paste up stages. The final proof would be submitted to the bank (Planning Department) for prior approval.
3. Each quotation should be accompanied with a Bank Draft of Rs.10,000/- (Rupees Ten Thousand Only) in the name of the Chief Manager, State Bank of Indore, Stationery Department, Indore as earnest money deposit (EMD). Quotations received without EMD shall be rejected out rightly. If tenderer is maintaining security deposit of Rs.10,000/- (Rs. Ten Thousand Only) with us, he need not deposit EMD.
4. In case the bank considers that the printing is not upto the mark as regard printing of colour effects, the printer has to change the necessary plates and effect suitable changes to improve the quality of printing of Annual Report to the satisfaction of the bank without any additional cost of the bank.
5. The quotations should be inclusive of all printing costs for the Annual Report and delivery at the Head Office of the bank at 5, Yashwant Niwas Road, Indore.
6. The printed Annual Report 2008-2009 should be delivered positively by 30th April 2009 or within 05 days of our strike order, whichever is earlier.
7. A penalty of Rs.2,000/- per day for non supply of Balance Sheet beyond a period of 05 days of Strike order would be applicable and such amount would be deducted from the payment. And Bank's may also forfeit earnest money.
8. The printers should also attach a copy each of similar work done by them in respect or printing a Annual Report of banks and/or financial institutions in order to enable the bank to take a final decision.
9. Copy of Annual Report 2007-2008 is available, at Planning Deptt. At H.O. or at Stationery Department for your ready reference and guidance.
10. Your quotations should reach us by 23.04.2009 at 2.00 p.m. positively.
11. Bank reserves the right to reject any quotation without assigning any reason.
12. No. conditional quotations will be accepted by the bank.
13. Rate for each extra photograph should be given separately.
14. The printer will arrange artwork with various alternative designs, number of which may be upto 10, as per direction of the bank. Cover page & layout of Balance Sheet will be got designed by us separately and this art work will be property of the bank and printer shall have is hand it back to the bank after printing work is over.
15. Final printing designing and proof reading of the publication will be approved by Planning Deptt. of H.O.

16. The rates should be quoted under "RATE/TOTAL COST COLUMN" of his format/enquiry. Only Enquiry not given on this format will not be considered. Only covering letter of the firm along with this enquiry duly signed be given.
17. Tenders will be opened before the committee & tenderers at State Bank of Indore Head Office 5, Y.N. Road, Indore on 23.04.2009 at 3:00 p.m. or thereafter on another date/time/place if circumstances so warrant Please do come. Tenders can be opened even if tenderers do not come. Our Contact No.-0731-2540867/2546092.

As per enquiry No.45/2008-09 dated 17.04.2009

Our rates are given

For M/s. _____

Prop. Partner