
Printing and Supply of
Jharkhand Gramin Bank Calendars and Planners
for the year 2026

Tender No. Acct/ 2025-26/08

**Jharkhand Gramin Bank, Head Office, 3rd Floor,
Zila Parishad
Market Complex
Kutchery Road, Ranchi**

Important Bid details

Sl. No.	Particulars	Details
1	Tender Reference	Acct/2025-26/ 08
2	Purpose	Printing & Supply of JHARKHAND GRAMIN BANK Calendars and Planners for the year 2026
3	Tender document availability	www.jrgbank.bank.in
4	Tender Cost (Non-refundable)	Rs.3000/- (Rupees Three Thousand Only) in the form of Demand Draft favoring JHARKHAND GRAMIN BANK, Ranchi Payable at Ranchi. To be attached along with the Technical bid.
6	Earnest Money Deposit	Rs.25000/- (Rupees Twenty-Five Thousand Only) in the form of Demand Draft favoring JHARKHAND GRAMIN BANK, Ranchi Payable at Ranchi. To be attached along with the Technical bid (Exempted for MSME Unit, however declaration as in Annexure III must be submitted)
7	Tender release date	04.11.2025
9	Date Pre-bid meeting	10.11.2025 04 pm
10	Last Date of Submission of Bids	25.11.2025 04 pm
11	Date and Time of opening Of Technical Bids & Financial Bid	26.11.2025 11 am
14	Bid Validity	90 days from the last date for submission of the bid or any extended period
16	Address for submission /Opening of Bids/ Presentation by bidders	The General Manager JHARKHAND GRAMIN BANK, Head Office, 3 rd Floor, Zila Parishad Market complex Kutchery Road, Ranchi-834001,
17	Contact person/s:	Mr. Manoj Kumar Choudhary HoD- Accounts hoaccount@jrgbank.bank.in Mob: 9939560992/9304459220
18.	L-1 bidder Identification*	Bidder will have to quote for all items mentioned in the list (Annexure- II) *L-1 will be decided on the basis of total cost quoted for all items

Dear Sir/Madam,

Printing & Supply of JHARKHAND GRAMIN BANK Calendars and Planners for the year 2026 – Invitation of tenders.

Jharkhand Gramin Bank (hereinafter to be called as the JHARKHAND GRAMIN BANK) is a Regional Rural Bank incorporated under the Regional Rural Banks Act, 1976 having its Head Office at Ranchi with 8 Regional Offices and 450 branches in different district across the state of Jharkhand.

1. We propose to print calendars and planners for the year 2026. Our requirement for this purpose would be **25000 wall calendars, 20000 table mat calendar and 400 executive planners**. The printing has to be done in English and / or Hindi. We invite tenders from eligible, reputed printers having fully functional printing press and office in **Ranchi with in house Designing Team. It must have valid trade license**.
2. The general terms and conditions for execution of the work are given in Annexure-I. The detailed specifications related to the printing of the calendars and planners are given in Annexure- II and Earnest Money Declaration is given in Annexure- III. Tenders must be submitted in the prescribed format as given in Annexure IV & V. All the proposals will be graded on technical and financial parameters as specified in the Annexures.
3. It will be necessary to have our prior approval before the work order for final printing is given. The entire work has to be completed, packaged and delivered at our JHARKHAND GRAMIN BANK Head Office and / or Regional Offices latest within 15 days of issue of work order. In case of delay without any valid reason, a penalty will be deducted / levied in following manner:

Supply within 16 – 20 days of work order	5% of the bill amount
Supply after 20 days of work order	10% of the bill amount

Details of Head Office and Regional Offices is annexed with this documents as Annexure – Address.

4. Tender shall contain the following:
 - (a) Signed copy of the tender document,
 - (b) EMD declaration as in Annexure III (if applicable),
 - (c) All the documents relating to minimum eligibility criteria as mentioned in Annex - I,
 - (d) Certificate of acceptance as in Annexure – VI and Declaration as in Annexure – VII
 - (e) Quotation Part - I - **Technical Bid** as in Annexure IV which shall be enclosed in a separate sealed envelope and super scribed as “Tender for Printing Calendars/Diaries 2026: Technical Bid”
 - (f) Quotation Part - II - **Commercial Bid / Financial Bid** as in Annexure V which shall be enclosed in a separate sealed envelope and super scribed as “Tender for Printing Calendars/Diaries 2026: Commercial Bid”.
 - (g) Sample of Paper and cover PVC Sheet to be provided along with the bid document.
5. **Sealed Quotations, as per details given above (point no.4) to be submitted**

in sealed covers addressed to The General Manager, JHARKHAND GRAMIN BANK, Head Office, 3rd Floor- Zila Parishad Market Complex, Kutchery Road, Ranchi, Jharkhand by 4:00 PM on November 20th , 2025.

6 **Technical Bid Opening:** On the basis of the given technical parameters, the opened Technical Bids will be evaluated and shortlisted. **Financial/Commercial Bid Opening:** The Financial/Commercial Bid of only those Printers who have been shortlisted in technical bid as above will be opened. Financial /Commercial Bids, which are not as per Annexure V or incomplete in any respect, shall be rejected summarily.

7. The tender should be **submitted strictly as per the Annexure IV & V of the Tender Document**. It should be either typed or written legibly in English / Hindi. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of JHARKHAND GRAMIN BANK.

8. The printer should have the capability to print publications in English and/ or Hindi. For this, the printer is required to have appropriate latest software and computer capability. The printer would also have to ensure that PC operators, adequately proficient in English and / or Hindi, are available with them for speedy and timely completion of the work.

9. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding will be rejected and shall have to be replaced immediately by the printer at his/her own cost.

10. JHARKHAND GRAMIN BANK reserves the right to accept/reject any or all tenders in full or part at its discretion without assigning any reason thereof and the decision of JHARKHAND GRAMIN BANK in this regard shall be final.

Yours faithfully,

General Manager

Encl:

Annexure I: Printing and Supply of JHARKHAND GRAMIN BANK Calendars and Planners 2026

Annexure II: Specifications for Wall Calendars 2026, Table Mat Calendar 2026, Planner and Executive Planner

Annexure III: EMD declaration

Annexure IV: Proforma of Quotation: Technical Bid

Annexure V: Proforma of Quotation: Commercial Bid

Annexure VI: Certificate of acceptance

Annexure VII: Declaration

Annexure – Address: Address of Head Office and Regional Offices

ANNEXURE I

GENERAL TERMS AND CONDITIONS

Printing and Supply of JHARKHAND GRAMIN BANK Calendars and Planners 2026

- i. Sample calendar and planner should be approved before final printing/manufacturing.
- ii. The order can be increased or reduced by 10% for supply at the quoted rate.
- iii. All calendars and planners should be properly packed and delivered to JHARKHAND GRAMIN BANK Head Office and /Or Regional-Offices within 15 days of issue of work order. Details of Head Office and Regional Offices is annexed with this documents as Annexure – Address. Penalty will be levied as per Tender Notice Page 3, point No 3, for delay beyond 15 days, without any valid reason.
- iv. No cost in respect of damage/mutilated calendars or diaries/planners will be reimbursed.
- v. No advance payment will be made by JHARKHAND GRAMIN BANK. TDS, GST etc. will be deducted as required under various Acts at applicable rates.
- vi. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars and planners of agreed quantity and specifications would entitle JHARKHAND GRAMIN BANK to cancel the order. In such an event, JHARKHAND GRAMIN BANK shall not be liable to pay any amount and the supplier will not be entitled to recover from JHARKHAND GRAMIN BANK any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time JHARKHAND GRAMIN BANK shall be entitled to recover the loss which JHARKHAND GRAMIN BANK may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which JHARKHAND GRAMIN BANK is forced to place fresh orders.
- vii. Printer should have 4 color offset & CTP Machine. (Proof of machine to be submitted along with the bid).**
- viii. All disputes shall be subject to Ranchi jurisdiction.

ix. Minimum Eligibility Criteria

- (a) Bidder must be an assessee of Income Tax. (PAN Copy to be enclosed)
- (b) Bidder must have fully functional printing press and office in **Ranchi with in house Designing Team. It must have valid trade license** (Proof of registration to be submitted along with the bid).
- (c) Bidder should be registered in GST. (GST certificate to be enclosed)
- (d) Bidder must have minimum experience of three years in the printing sector. (Proof of recent work orders to be attached)
- (e) Bidder must have turnover of 20 lakhs and above in any of the preceding three years. (Proof to be attached).

SPECIFICATIONS

(1) Wall Calendars – Approximate Quantity: 25000 Nos.

17.75" (Height) x 11.25" (Width) size with both side Multi colour printing with following specification.

- i. 6 sheets with both side printing
- ii. 130 GSM Glossy art paper
- iii. TIN mounting with hole
- iv. Red colour to mark holidays under NI Act and 2nd & 4th Saturday and Sundays.
- v. Picture to mark holiday due to festival on any day.

(2) Table Mat Calendars – Approximate Quantity: 20000 Nos.

8.25" (Height) x 5.50" (Width) size with both side Multi colour printing with following specification.

- i. Single sheets with both side printing
- ii. 250 GSM Glossy Hard Board
- iii. Red colour to mark holidays

(3) Executive Planner – Approximate Quantity: 400 Nos.

21 cm (Height) x 14 cm (Width) with following specification.

- i. PVC sheet front & Back, Black in colour
- ii. Cover top tag : 21 x 8 cm 300 GSM Art Card (Green in colour with BANK logo printed)
- iii. 120 sheets = 240 pages @ 80 GSM Inner B&W printing both side, Maplitho paper
- iv. Inner Multicolour both side printing 250 GSM Art paper 6 sheets
- v. Finishing: Wiro binding
- vi. With multi-colour printed box (250 GSM with lamination SBS Board)
- vii. 4 colour separator (Plastic Sheet)
- viii. Name of customer printing on Cover top tag

Please use JHARKHAND GRAMIN BANK's **Registered Logo**. The artwork will be designed by JHARKHAND GRAMIN BANK. After preparing and setting the complete art work of the calendar and /or planner (Diary), proof of calendar and /or planner (Diary) needs to be submitted for our approval.

EARNEST MONEY DEPOSIT DECLARATION

To
The General Manager,
Jharkhand Gramin BANK,
Zila Parishad Premises, Market Complex,
3rd Floor, Near Kutchery,
Ranchi – 834001

Dear Sir,

Sub: Earnest money deposit declaration.

Whereas I/We (name of agency) _____ have
submitted bid for against tender No. _____ dated _____

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

If after the opening of tender, I/We withdraw and / or modify my / our bid during the period of validity of tender (including extended validity of tender) as specified in the tender documents.

If, after the award of work, I/We fail to sign the contract, or to submit performance guarantee / security deposit before the deadline defined in the tender documents.

I/We shall be suspended for one year and shall not be eligible to bid for JHARKHAND GRAMIN BANK tender from date of issue of suspension order.

Yours faithfully,

(SIGNATURE OF AUTHORISED PERSON WITH SEAL)

(NAME & DESIGNATION)

DATE:

PLACE:

Quotation Part I: Technical Bid – Calendar & Planner 2026

1.	Company/Firm Name	
2.	Registration Number, TAN and Date of Registration	
3.	GST number (enclose copy of certificate)	
4.	Address for Communication (Contact No and E-mail)	
5.	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three financial years as shown in the audited balance sheet	<u>2022-23:</u> <u>2023-24:</u> <u>2024-25:</u>
6.	Profits after Tax in last three financial years (in Rupees Lakhs)	<u>2022-23:</u> <u>2023-24:</u> <u>2024-25:</u> :
7.	Contract amount of at least Three previous work orders and payments made there against (preferably of this quantity)*	1. 2. 3.
8.	Maximum no. of copies printed for a single client in a year	
9.	List of major clients during the last two years	
10.	Address of Printing Press in Ranchi	

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)

Seal of Company/firm

ANNEXURE VQuotation: Financial Bid**Printing and Supply of JHARKHAND GRAMIN BANK Calendars & Planners 2026**

Type	Item	Estimated Quantity	Rate Per Copy (exclusive of GST)	Total Cost (Rs.)
Wall Calendars	Cost of Printing wall calendars with specification given in Annexure II	25000		
Table Mat Calendar	Cost of Printing table mat calendars with specification given in Annexure II	20000		
Executive planner	Cost of Printing executive planner with specification given in Annexure II	400		
			Total	
			GST	

Note:

L-1 will be decided on the basis of total cost quoted for above all items

Bidder will have to quote for all items mentioned in the list (Annexure- II)

Delivery will have no extra cost as per condition (iii) of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the JHARKHAND GRAMIN BANK at the rate quoted above.

SIGNATURE

(With name and seal of the firm)

Date:

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised Signatory

Place
:

(Name of company/firm)

Seal of Company/firm

Annexure – Address

Office Name	Office Address
Head Office, Ranchi	The General Manager JHARKHAND GRAMIN BANK, Head Office, 3rd Floor, Zila Parishad Market complex Kutchery Road, RANCHI-834001,
Regional Office, Ranchi	The Regional Manager, Jharkhand Gramin BANK, Regional Office - Ranchi Region, R.S.Square, 1ST Floor, NH - 33, Booty More, Near Tirupati PetroL Pump, RANCHI-835217
Regional Office, Singhbhum	The Regional Manager, JHARKHAND GRAMIN BANK, Regional Office - Singhbhum Region, Ward No.-10, Archana Tower, 2nd Floor Dimna Road, Jamshedpur, JAMSHEDPUR - 831012
Regional Office, Gumla	The Regional Manager, JHARKHAND GRAMIN BANK, Regional Office - Gumla Region, Jaspur Road, Baraik Mohalla, GUMLA – 835207
Regional Office, Palamu	The Regional Manager, JHARKHAND GRAMIN BANK, Regional Office - Palamu Region, Church Road, Daltonganj, DALTONGANJ– 822101
Regional Office, Hazaribagh	The Regional Manager, JHARKHAND GRAMIN BANK, Regional Office - Hazaribagh Region, Guru Babban Complex, Shiv Mandir Chowk, (Korra), HAZARIBAGH– 825301
Regional Office, Giridih	The Regional Manager, JHARKHAND GRAMIN BANK, Regional Office - Giridih Region, The Galaxy, Power House Chowk, Barganda Giridih- 815301
Regional Office, Deoghar	The Regional Manager, JHARKHAND GRAMIN BANK, Regional Office - Deoghar Region, Nand Ganga Bhawan, Gita Devi D.A.V. School, Caster Town, Pandit Sunder Lal Mishra Road, DEOGHAR – 814112
Regional Office, Godda	The Regional Manager, JHARKHAND GRAMIN BANK, Regional Office - Godda Region, Guljarbagh, Godda, GODDA – 814133

DECLARATION

Notarized

To
The General Manager,
JHARKHAND GRAMIN BANK,
Zila Parishad Premises, Market Complex,
3rd Floor, Kutchery Road,
Ranchi – 834001

Dear Sir,

Sub: Your tender notice for printing Calendars and Planners.

With reference to the above tender notice, having examined and understood the instructions, terms and conditions forming part of the tender forms, we hereby enclose our offer for printing and supply of Calendar and Planners as detailed in your above-referred tender notice.

We confirm that any Govt./ PSU BANK / RRB/ any other organisation have not blacklisted / terminated us for any corrupt or fraudulent practices or non-delivery or non- performance or deficiency in service.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the tender form.

We also confirm that the offer shall remain valid for 90 days from the last date for submission of the offer.

We understand that either the BANK is not bound to accept the offer in part or in full and that, the BANK has the right to reject the offer in full or in part without assigning any reason whatsoever.

We understand that any deviation/exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions / deviations anywhere in the bid and we agree that if any deviation / exception is mentioned or noticed, our bid may be rejected.

Yours faithfully,

**(SIGNATURE OF AUTHORISED PERSON WITH SEAL)
(NAME & DESIGNATION)**