

 ವಿಶ್ವಾಸದ ಪ್ರತೀಕ	<p style="text-align: center;">KARNATAKA GRAMIN BANK (A scheduled Bank established by Govt. Of India. Sponsor Bank: Canara Bank) HEAD OFFICE: BALLARI</p> <p style="text-align: center;">P & S SECTION: General Administration Wing Head Office. 32 Sanganakal Road Gandhi Nagar, Ballari-583103 Phone:08392-236454,236418,461 email: psitw.stock@kgbk.in</p>
REF: KGB/HO/GA/P&S/05/2023-24	DATE: 27/04/2023

**TENDER NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF
OFFSET PRINTERS:**

Schedule of events:

Sl no	Event	Schedule date	Time	Place
1	Commencement of issue of Tender document	27.04.2023	10.00 AM	Karnataka Gramin Bank, Head Office, Sanganakal road Gandhi Nagar Bellary.
2	Last date for submission of filled - in Tender forms	26.05.2023	5.00 PM	
3	Opening of the Tenders	29.05.2023	12.00 PM	



KARNATAKA GRAMIN BANK
(A Scheduled Bank established by Government of India : Sponsored by Canara Bank)
G A Wing : P & S Section
HEAD OFFICE 32, SANGANAKAL ROAD,
GANDHI NAGAR,BALLARI-583103 Phone:08392-236454,236418
email: psitw.stock@kgbk.in

REF: KAGB/HO/GA/P&S/02/2023-24

Dated: 27.04.2023

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF OFFSET PRINTERS

Karnataka Gramin Bank, a Regional Rural Bank having over 1100 branches and other offices spread over Ballari, Bangalore, Bidar, Chamarajanagara, Chickmagalur, Chitradurga, Davanagere, Kalburgi, Hassan, Kolar, Koppal, Madikeri, Mandya, Mysore, Raichur, Shivamogga, Tumkur, Vijayanagara & Yadgir districts proposes to empanel offset printers for undertaking printing jobs for the Bank.

Printing will be entrusted on Work Charges basis. In case work is entrusted on work charges basis, paper will be provided by the Bank and the printer will be required to provide adequate security to cover the value of paper so provided (in the form of Deposit with our Bank in form of Bank Guarantee).

Applications are invited from reputed offset printers, with printing facilities located in Karnataka and who meet the following eligibility criteria for empanelment.

- a) Should have Sheet fed single color or Multi-Color offset printers.
- b) Other than Offset Printers those with Screen-Printing facility.

Prequalification Criteria:

1) They should be well established in the line of printing, at least for a minimum of period of 3 years and in possession of Machines and facilities required for printing. Printer shall provide orders confirming the existence since 3 years registration certificate copy.

2) They should be in possession of PAN NO, Permanent SSI registration Certificate, MSME Reg. No. and GST Number. Photo copies of documentary proof for this to be enclosed.

The Bank may also call for opinion letters from the Applicant's Bankers /Clients and consider only those applicants with satisfactory record.

Interested parties can obtain application forms from this office on any working day or can download the forms from our website.

Printers presently on the panel of the Bank may also respond to this advertisement and provide full details of the machineries and other facilities available.

A demand draft for Rs.1000/- (Rupees One Thousand only) favoring Karnataka Gramin Bank, Ballari being application fee (non-refundable) should be submitted along with the application.

The duly completed application format with documents specified under "**Prequalification criteria**" shall be submitted in a sealed cover duly superscribed as "**Application for Empanelment of Offset Printers**" to the following address:

The Senior Manager
Karnataka Gramin Bank
Premises & Stock section: G.A.Wing,
Head Office #32, Sanganakal road,
Gandhinagar, Ballari-583103.

Last date for receipt of completed application at this office is on or before date **26.05.2023, 5.00 P.M.** Applications which are incomplete, overwritten and without the application fee and other supporting documents will be rejected. **Karnataka Gramin Bank** reserves its right to accept/reject any /or all of the applications received in response to this advertisement without assigning any reason whatsoever.

Empanelment will not by itself confer any right to receive orders, as placing orders is subject to the requirement and as per laid down procedures of the Bank and at the discretion of the Bank.

Sd/-
GENERAL MANAGER.

APPLICATION FOR EMPANELEMENT OF PRINTERS

From:	To The Chief Manager Karnataka Gramin Bank Premises & Stock Section: G.A.Wing, #32, Sanganakal Road, Ballari-583103
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Dear Sirs,

Date:

We furnish here below the particulars regarding our Firm/Unit and request you to enroll us in your approved list of suppliers/printers.

1. (a) Name of the Firm/Press :
Full address (if location of the Firm is different from that of office, both Addresses should be given)

PAN NO (in 10 characters) :
(b) Telephone Numbers (1) Office :
(2) Residence :
(3) Mobile :
(4) E-Mail :

2. Line of Business:-
(a) Constitution : Proprietorship / Partnership
(b) Type of Unit : Tiny sector / SSI / Medium Enterprises

(c) Established in the year :
(d) Capital Invested :
(e) Total value of Machinery and Accessories :

3. Name/s of Owner/s Partners and their Personal Address/es & contact Telephone Nos. :

4. Please specify the nature of jobs handled by your press such as offset printing, printing of brochures, Multicolor booklets, Screen printing, UV coating, Printing of banners, stickers manufacturing etc. :

5. Details of pre-press & post press facilities available with you in house (ex. Designing, DTP, Binding, Stitching, Lamination, Spiral binding etc.) :

6. Furnish the list of your Major Clients:

SL.NO	Name and Address	Nature of Jobs handled

8. Names and designation of the power of Attorney/:
Letter of Authority - holders, if any, authorized
to represent the Firm/Press.

9. (a) Reference to Sales Tax/GST/TIN :
Registration Number if any.

(b) Reference to Corporation/Municipality
License Number :

10. (a) Please furnish Name and Address of
your Bankers. :

(b) Do you enjoy credit facility with them?
If so, to what extent? :

11. Number of employees:

(a) office staff:

(b) Skilled

(c) Unskilled

12. Details of Machinery held in working condition

Particulars of Machinery	Type & Age	Condition of Machinery	Machine capacity per hour

13. Whether stocks/ Machinery are insured?

If so, details.

14. Have you got separate godown/space for

Storing paper? If so, is it covered by

Insurance? Please furnish details.

15. Furnish the details of securities proposed to

be offered, for lifting of paper for undertaking

Job works.(i .e., Guarantee/Deposit) and its Worth.

We undertake to provide adequate security and execute necessary documents as required by the Bank for issuing paper to us on Trust, for execution of printing jobs.

We hereby confirm that the information/s given herein above is/are true to the best of my/our knowledge and belief. You may rely of this statement and include our firm in your approved list of suppliers/printers. You are free to call for confidential opinion from any one or all of our clients as also from our Bankers and any other parties as you may deem fit.

We shall abide by the rules and regulations of your Bank in this regard.

Thanking you,

Yours faithfully.

For _____
Proprietor /Partner/Manager.



KARNATAKA GRAMIN BANK
HEAD OFFICE: BALLARI
PREMISES & STOCK SECTION

TERMS & CONDITIONS OF THE BANK FOR UNDERTAKING PRINTING WORK AT PRINTING SECTION, HEAD OFFICE BALLARI.

1. The Bank will supply relevant printing paper through our panel paper suppliers/distributors and the cost shall be borne by the Bank, however the cost of transportation from supplier to printer destination shall be borne by the printer.
2. Confirmation of the order should be made immediately on receipt of work order. The order shall be effective when printer confirm/acceptance of the same in writing .
3. All the bills for the supplies made should give order reference No. and date. These bills should be submitted in duplicate. Only one bill should be raised per order if the total work charges of our order is less than Rs. 500/- In case the order specifies that the supply is to be made in stages then the bills may be raised as and when the supply is made but each such bill should cover the minimum of quantity prescribed for each stage.
4. **Packing of the material should be good. If packing is defective, you will be liable for the loss of goods in transit and in addition penalty up to 1% of the total cost or 5% of the work charges whichever is higher will be levied and recovered from the payments due to you /out of security deposit .**
5. Packing cases should contain packing slips inside and one pasted on the outside, which should give details of items and your address. If the content is a security item, the distinctive numbers should also be mentioned in the packing slips pasted to the case as well as kept inside.
6. The dispatch note should give reference no. and date of the order and also the details of contents case- wise.
7. Supply should be made on or before due date/s. A penalty of 2 to 3 % on total cost or 3 to 20% on the work charges will be levied and recovered from the bill amount in case of delayed supply even though the work is entrusted on work charges basis.
8. If the delay is more than 30 days the order may be cancelled without prior intimation and the Bank will not be held responsible in any manner. Such cancellation will be treated as a black mark against you and your name may be removed from the approved list. Apart from this, you will be liable for reimbursing the cost of Bank's paper and also the damages if any incurred by the Bank on account of delay in supply.
9. The transportation cost of printed material from printer to our destination i.e., up to go-down at Ballari shall be borne by the printer. The transport way bill must be on paid basis which shall also include the local delivery charges.
10. The work charges mentioned in the order/s includes sales tax /GST/Excise duty Charges or any taxes cess that may be payable by the Printer/ Dealer relating to the Printing and Printed materials by the Bank at the concerned destination, unless and otherwise the same is payment.

11. In case of orders on work charges basis, exact quantity of paper required will be issued by us. We recognize only wastage of 5% for order of below 50 Reams Paper, 3% for order above 50 reams to 500 Reams, 2% for order above 500 Reams maximum subject to actual on the Entire order, irrespective of number of impressions or color and whether it is one side or both sides printing unless otherwise agreed to specifically in the order or in writing.
12. Proof reading of the entrusted/ordered printing work is the responsibility of the Printer. The Printer should share the Softcopy of Proof to us, soon after the Proof is approved through E-Mail or else the subject Order will be cancelled to the Printer. Softcopy of the Printing Item(form or Book) will not be provided by the Bank, it's the responsibility of the Printer to prepare the Softcopy(Proof) for the given order & No extra charges will be paid for providing proof.
13. The printing work should not be done at other place i.e. should not be outsourced. If the printer does not have adequate capacity, they should not respond to the enquiry. If after accepting the work, the printer is found to have outsourced, they are liable to be black listed and removed from approved panel.
14. The Empanelment shall be valid for the period of 3 years and every year each printer's Performance will be reviewed and basing on their performance they will be continued in the panel. Bank reserves the right to cancel the Empanelment at any time without prior notice.
15. Applicable TDS will be deducted while making payment.

SECURITY: For undertaking printing work on work charges basis, the printer has to provide adequate security by way of our Bank Deposit or Bank Guarantee to cover the value of paper. They should make arrangements to renew the Bank Guarantee within 30 days of the expiry of the Bank Guarantee failing which the Bank will not be issuing paper during that period.

From: M/s. _____

Dear Sir,

I have received, read and clearly understood the terms and conditions of Karnataka Gramin Bank for undertaking printing work of printing section. I on behalf of M/s. _____ agreed to strictly abide by the above terms and conditions while undertaking Bank's printing work.

Yours faithfully,

For _____
Proprietor/Partner/Manager.
(With seal)

Place:

Date: