

KARNATAKA GRAMEENA BANK

INVITATION TO LIMITED TENDER

ONLY FOR EMPANELLED VENDORS

OF

KARNATAKA GRAMEENA BANK

TENDER FROM ANY OTHER PERSON/BIDDER WILL BE SUMMARILY REJECTED

INVITATION, GENERAL INFORMATION, T & C, LIST OF APPROVED MATERIAL,
SCHEDULE & PLAN FOR PRINTING COMPREHENSIVE NOTICE BOARD AND
MANDATORY NOTICE BOARDS TO BRANCHES AND REGIONAL OFFICES OF THE
BANK.

TENDER NO.: GA / 0 2 / 2 6 - 2 7

NAME OF THE VENDOR:

.....

ADDRESS:

.....

(Name and address of Empanelled vendor to be filled by the vendor)

SEAL & SIGNATURE OF TENDERER

NOTICE OF INVITATION TO THE TENDER

To,

M/s

.....

.....

MOB:

(Name and address of Empanelled vendor to be filled by the vendor)

Sealed tenders are invited from empanelled Vendors of the bank for
**“PRINTING AND SUPPLYING OF COMPREHENSIVE NOTICE BOARDS AND MANDATORY NOTICE BOARDS
TO BRANCHES AND REGIONAL OFFICES OF THE BANK”**

BID TYPE: SINGLE ENVELOPE

Earnest Money Deposit : NIL

Period of completion : 2 Weeks from the date of Work order

**Last date, time and place for Submission of tender : On or before 04.05.2026 to
The General Manager ,
GA Wing, Karnataka Grameena
Bank, Head Office,
#32, Sanganakal Road, Gandhi
Nagar, BALLARI - 583 103.**

Date of opening of tender : 05.05.2026

The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Sd-

**GENERAL MANAGER,
GA WING, KGB, HO,
BALLARI**

Date: 10.04.2026

SEAL & SIGNATURE OF TENDERER

1. GENERAL INFORMATION

YOU ARE REQUESTED TO FULLY UNDERSTAND THE CONTENTS OF TENDER BEFORE SUBMITTING BIDS.

NAME OF THE WORK	PRINTING AND SUPPLYING OF COMPREHENSIVE NOTICE BOARDS AND MANDATORY NOTICE BOARDS TO BRANCHES AND REGIONAL OFFICES OF THE BANK
TIME FOR COMPLETION	2 WEEKS FROM THE DATE OF ISSUE OF WORK ORDER
DATE OF ISSUE OF TENDER	10.04.2026
LAST DATE FOR SUBMISSION	04.05.2026, BEFORE 05.00 PM, IN SEALED COVER
Tender Document Fee	NIL
EMD	NIL
WHOM TO SUBMIT	The General Manager , GA Wing, Karnataka Grameena Bank, Head Office, #32, Sanganakal Road, Gandhi Nagar, BALLARI - 583 103
TIME & PLACE OF OPENING	05.05.2026, At the above address

Note: Karnataka Grameena Bank will not take any responsibility for any delay due to any reason in submitting the tender documents at the specified place. Any submissions after last date will be rejected.

Bids should be submitted within the due date to the below mentioned address and over script writing on the sealed cover should contain the following:

“Tender for PRINTING AND SUPPLYING OF COMPREHENSIVE NOTICE BOARDS AND MANDATORY NOTICE BOARDS TO BRANCHES AND REGIONAL OFFICES OF THE BANK”

And has to be submitted to the following address:

“The General Manager ,
GA Wing, Karnataka Grameena Bank, Head Office,
#32, Sanganakal Road, Gandhi Nagar, BALLARI - 583 103”

This tender document contains following parts:

1. General information (this page)
2. Terms & conditions of the contract
3. Specifications
4. Bill of Quantity (Price Bid format)
5. Sample designs (Uploaded separately with tender documents on website)

DATE:

PLACE:

SEAL & SIGNATURE OF TENDERER

2. TERMS AND CONDITIONS OF THE CONTRACT

1. The vendors should be empanelled in the bank or its sponsor bank (Canara Bank) as on the date of tender .
2. Empanelled vendors of Canara Bank should compulsorily submit attested copy of the empanelment letter issued by the Canara Bank.
3. The work should be undertaken as per the tender specifications & directions of the authorized Bank's representative. The Bank may or may not accept the lowest or any other tender and having the right to reject any or all the tenders without assigning any reason. Overwriting tender documents without authentication will be rejected.
4. **Canvassing in any form will be a disqualification.**
5. The vendor shall not be permitted to submit tender for works in the Bank in which his near relative is posted as an Officer in any capacity between Asst. General Manager and Asst. Manager. They should give a list of relatives, if any, working in the Bank, in any capacity.
6. The tender for the works shall remain open for acceptance for a period of 60 days.
7. The vendor shall put his full signature on all the pages of TENDER DOCUMENT with the Company's/Firm's seal.
8. The vendor shall engage his labour; procure all materials necessary for the work. The rate quoted shall be inclusive of cost of conveyance, all leads and lifts of all materials, machinery usage charge, labour, and all types of taxes, octroi, & such other expenditure. The indicated quantities in the Schedule of Quantities are tentative only. Purchase order will be issued for the actual quantity and the payment shall be based on the actual quantities only upon successful delivery of the items to the designated locations viz., Branches and Regional Offices of the Bank.
9. Conditional tenders are liable for rejection.
10. Any damage occurred to the items during the transit shall be born by the vendor and Bank doesn't hold any responsibility for such defective items delivered.
11. Bank doesn't pay for the Boards which are received with defect/damage due to any reason.
12. **EARNEST MONEY DEPOSIT: Rs. NIL**
13. **TOTAL SECURITY DEPOSIT: A sum of 8% (Eight percent) of the contract amount for a period of 12 months from the date of payment towards the invoice.**
14. Time is the essence of the work. The Contractor should keep up the schedule and should complete the work in the stipulated time.
15. **A penalty of 1% of the accepted contract sum per day of delay subject to a maximum of 10% of the accepted contract sum would be levied, for the delayed period, if time schedule is not adhered to.**
16. If the works are not completed in the stipulated period, Bank reserves its option to terminate the contract and settle the bill for the work already executed, as certified by the Engineer-in-Charge or any other authorized official of Bank failing which bank is empowered to withdraw the Work order by giving 3 day notice through mail and can further assign the work to other bidders as per the decision of the bank.
17. Considering the volume of the work total work can be divided amongst one or more vendors on Bank's discretion as per the requirement of the bank.
18. Payment will be effected after completion of successful delivery of all kinds of specified boards to the Regional Offices of the Bank.

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19. Vendor ensure proper packing of the boards and Boards designated to one particular Branch/ office should be dispatched wholly at a time. No partial dispatches is accepted for billing and leads to cancellation of the entire order.
20. No advances will be paid to the Vendor/s.
21. The Bank is having right to alter/ modify the specifications, include/ delete some of the items of work from the actual tendered items. The vendor/s shall do the works with alterations/ modifications/ if any & necessary cost adjustment will be made for such modified items. But no deviation from the rates tendered is allowed for rest of the items if any inclusions or deletions or made. This condition supercedes any other condition in this tender document.
22. Sub-contracting of the works is not allowed.
23. Statutory deductions like Income Tax TDS, GST TDS and Work Contract Tax etc., at the prevailing rates will be deducted at source as per the directions of the statutory bodies, from each running bill and also from the final bill.
24. **DETERMINATION “L1” AND AWARD OF WORKS:**
 - L1 will be decided on the basis of the lowest amount quoted in the bid as per Schedule.
 - Bank reserve the rights to negotiate the rates where it deems necessary. In the event a Bidder is not able to fulfill the contract, the Bank has right to cancel the order and to assign/distribute the order to the other selected Bidder/s after giving 3 days notice through email.
23. Karnataka Grameena Bank will not take any responsibility for any delay due to any reason in submitting the tender documents at the specified place.
24. Tenderer should not modify contents of this tender document under any circumstances.
25. Amount written in Grand total will be considered as the “BID PRICE” which should include the discounted competitive bid price within itself & only that amount will be considered for the calculation of L1 amount and no separate discounting should be offered after writing the Grand total.
26. Bidder should ensure the correctness of the calculation of Grand total and the quote finalized should be double checked before the bid submission for any calculation/summation/arithmetic errors and bank is not bound to consider any requests for corrections from the vendor after finalization of the bid.
27. Price quoted must be exclusive of GST and delivery charges which is as per Point 28.
28. **Delivery: Delivery of the boards should be made to 29 Regional Offices spread across Karnataka.**
29. **Additional quantities may be ordered by the bank on a later stage and the vendor must supply the same at L1 rates only. Size of the boards are given in the BOQ, however if there is any changes in the size, rates will be considered on pro-rata basis only.**
30. **The rates quoted will be valid for a period of 12 months and vendor should be able to supply additional quantities ordered at the same L1 rates for this period.**

DATE:
PLACE:

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3. Specifications:

01. Type of Board : 3mm Foam Board
02. Brand of the Board : LG/Ivory
03. Other specifications : Dual tape 3m brand stickering on the backside
04. Printing : Eco Solvent (Vinyl)
05. Content : Colours should be as per the Brand colors of the Bank
as mentioned below and the text should be crisp and easily readable from distance.



06. Design : Vendor must recreate the Artwork as per the size requirements. A sample format will be available for download along with the tender document which is only for the illustrative purpose and the final design will be given to the successful bidder along with the Purchase order.

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4. BILL OF QUANTITY
(Price Bid)

Sl. No.	Description	Size	Approx. Quantity	Estimated amount (Excl. of GST)
1	Comprehensive Notice Board	2ft x 3ft	1751	
2	Welcome Board	14inch x 5 inch	1751	
3	Cash Counter Board	14inch x 5 inch	1751	
4	May I Help You	14inch x 5 inch	1751	
5	Cheque Drop Box	14inch x 5 inch	1751	
6	You are under CCTV Surveillance	14inch x 5 inch	1751	
7	Suggestion/ Complaint Box	14inch x 5 inch	1751	
8	Reserved for Senior Citizens & Differently abled	14inch x 5 inch	1751	
9	Bank timings Board (For Branches)	2ft x 1ft	1751	
10	Miscellaneous	12inch x 12inch	1751	
11	Instruction related to Demand Drafts	18inch x 12 inch	1751	
12	Ramp Facility	12inch x 6inch	800	
13	Locker Facility available	14inch x 5 inch	270	
14	Bank timing Board (For Regional Offices)	2ft x 1ft	29	
		TOTAL AMOUNT (Exclusive of GST)		

DATE:
PLACE:

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