# KARNATAKA GRAMIN BANK

## INVITATION TO TENDER

## ONLY FOR EMPANELLED VENDORS

## OF

## KARNATAKA GRAMIN BANK AND KARNATAKA VIKAS GRAMEENA BANK

TENDER FROM ANY OTHER PERSON/BIDDER WILL BE SUMMARILY REJECTED

**INSTRUCTION TO BIDDERS**

**AND**

**GENERAL CONDITIONS OF CONTRACT**

**FOR**

**SUPPLY OF RUBBER STAMPS AND BANNERS TO BRANCHES OF AMALGAMATED KARNATAKA GRAMEENA BANK**

TENDER NO.: G A W / 01/25-26

**NAME OF THE CONTRACTOR:** ……..

……..

**ADDRESS:** ……

……..

SEAL & SIGNATURE OF TENDERER

# NOTICE INVITING THE TENDER

To,

M/s .....

Sealed tenders are invited from panel Vendors for
**Supply of Rubber stamps and Banners to all Branches of Karnataka Grameena Bank.**

**BID TYPE: TWO ENVOLOPE**

| | | |
|---|---|---|
| **Earnest Money Deposit** | **:** | **NIL** |
| **Period of completion** | **:** | **7 days + 4 days for delivery** |
| **Last date, time and place for Submission of tender** | **:** | **On or before 3:00 pm, 17.04.2025 to The General Manager, Karnataka Gramin Bank GA Wing, PB No: 55, Head Office, Gandhi Nagar, BALLARI - 583 103.** |
| **Time and date of opening of tender** | **:** | **04 pm on 17.04.2025** |

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, KAGB, HO,
BALLARI

Date: 09.04.2025

SEAL & SIGNATURE OF TENDERER

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Karnataka Gramin Bank
A Scheduled Bank Established by Government of India
Sponsored by Canara Bank
GENERAL ADMINISTRATION WING

**SCOPE OF THE TENDER:**

Government of India vide Gazette Notification No. SO. 1629(E) dated 07.04.2025 has notified the amalgamation of Karnataka Gramin Bank and Karnataka Vikas Gramin Bank sponsored by Canara Bank in the State of Karnataka wef. 01-05-2025 into a single entity, with its new name as "Karnataka Grameena Bank".

In this regard closed quotations are invited for the supply of Rubber Stamps and Banners to Branches of the amalgamated bank. Expected number of Branches/offices are nearly 1800 of which at least 10-15 seals along with Banners (for nearly 650 branches) are to be supplied for each branch in a proper packaging through India Post or any reputed courier service with tracking facility.

**GENERAL INSTRUCTIONS TO TENDERERS**

Sealed Tenders are invited in this regard for Karnataka Grameena Bank, and filled tenders must be submitted to Karnataka Gramin Bank, Head office, Ballari.

| | | | |
|---|---|---|---|
| 1) | Time for Completion | : | 1 Week |
| 2) | Date of Issue of Tender | : | 09-04-2025 |
| 3) | Last Date of Submission | : | 17-04-2025 @ 3.00 PM |
| 4) | Date of Opening | : | 17-04-2025 @ 4.00 PM |

The Bank shall not be bound to accept the lowest tender and reserves the right to accept or reject any or all the Tenders without assigning any reasons whatsoever. You can refer Scope, Instructions and Terms and condition of the RFQ/Tender attached herewith for more information on the same.

Tenders on prescribed form should be placed in two envelops, viz., one sealed envelope consisting of "Technical bid" duly super scribed as "Technical bid" and other sealed envelope consisting "Price bid" duly super scribed as "Price Bid" and both envelopes shall be kept in one bigger sealed single envelope, with Name of the work, Name of the Tenderer and due date written on the envelopes. That is:

1. Technical Bid envelope with SAMPLES, as per the terms mentioned in General rules section along with one set of signed RFQ/Tender document must be sent in separate envelope.
2. Commercial Bid/Price Bid as per Annexure 1 & Annexure 2 to be submitted in separate envelope which shall be included in the main envelope.

Over script writing on the sealed cover should contain the following: "Tender for Supply of Rubber Seal/Banners to Branches of Karnataka Grameena Bank"
And has to be submitted to the following address:

*"The General Manager,*
*Karnataka Gramin Bank*
*GA Wing, PB No: 55,*
*Head Office, Gandhi Nagar,*
*BALLARI - 583 103."*

## GENERAL RULES/TERMS AND CONDITIONS TO TENDERERS

1. Since the time for supply is limited under no circumstance the vendor should delay in shipping the items to all Branches by more than 7 days from the date of Purchase order and the delivery should not take more than 4 days, i.e. within 11 days from the date of purchase order, the items ordered shall be delivered to all Branches irrespective of the location.
2. All pages of the tender including invitation must be signed on the bottom and submitted without filling up any content in the Technical Bid envelope.
3. Rates should be as, Rate per unit / Rate per Sq. ft. depending on the category / product shall be mentioned in the commercial/price bid as per annexure 1 & annexure 2 which has to be sent in a separate sealed envelope along with the technical bid/sample.
4. **SAMPLES:**
   Below mentioned 2 samples must be submitted at the cost of the bidder along with Technical Bid envelope for the vendors to be eligible for participating in the Price Bid.
   Two TRANSFER seals in both versions that is:
   3a of annexure 1. Self-Inking TRANSFER Seal with date adjustment and
   3b of annexure 2. Normal TRANSFER Seal with date adjustment
5. The Price bid of only the qualified / shortlisted applicants will be opened.
6. Price bids of the Bidders who fails to submit Sample & other documents mentioned above will be summarily rejected.
7. **METHOD OF EVALUATION & SELECTION:**
   - The Technical Bids will be evaluated on the basis of the details furnished by the Bidders and those bids meeting the minimum Eligibility Criteria will only be short listed / pre-qualified for opening of Price Bids.
   - The evaluation of the qualifications may also involve discussion with the Bidders, calling for additional information and documents and obtaining feedbacks from Bidders' past clients. The Bidders may also be required to submit samples as per the clause 4 mentioned above and bank reserves the right to accept or reject the applicant based on the quality of the sample submitted.
8. No costs incurred by the Bidders in submitting samples applying, providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
9. The rates quoted shall be on item rate basis/Sq feet basis depending on the item and payments shall be as per actual quantities ordered. The rates shall be uniform throughout and no extra amount is eligible for whatsoever.
10. Karnataka Gramin Bank does not bind itself to accept the lowest or any other tender, and reserves to itself the authority to reject any or all of the tenders received without the assignment of a reason. All tenders in which any of the prescribed conditions are not fulfilled or new conditions are stipulated by the tenderer or are incomplete in any respect are liable to be rejected.

11. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

**12. DETERMINATION "L1" AND AWARD OF WORKS:**

- After Technical bid, L1 will be decided on the basis of the lowest amount quoted in the financial bid as per Annexure 1 or Annexure 2 depending on the combination of the Seals as per the requirement/decision of the Bank.
- 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 distribute the order to the other selected Bidder/s.
- Since the quantity requirement is large (Nearly 2000 offices spread across the State) & time schedule for delivery is limited, order may be distributed by the bank at its discretion depending on the requirement to L1, L2, L3 …. at L1 rates with a minimum of 50% to L1 bidder, provided L2, L3… agree to carryout work at L1 rates. In case, L2, L3… does not agree to undertake order at L1 rates, entire order shall be issued to L1 bidder who has to carry out the work at L1 rates quoted by them.

13. THE BANK RESERVES ITS RIGHT TO REJECT ANY / OR ALL THE BIDS WITHOUT ASSIGNING ANY REASON WHATSOEVER. THE BANK ALSO RESERVES ITS RIGHT TO MAKE CHANGES AND MODIFICATIONS TO THIS DOCUMENT WHICH WILL BE PUBLISHED ON THE WEBSITE ONLY.
14. Please note that Bank reserves the right to disqualify any Bid/Bidder for Non-submission of Sample or any documents mentioned in the General instructions or General conditions or any section of the Tender documents, submitting unsigned forms/copies of the tender documents or supporting documents in the Technical/Price Bid.
15. The decision of the Bank in all matters regarding eligibility and suitability of a Bidder shall be final and binding and no correspondence will be entertained. The Bank also reserves the right to suspend or abandon the process of selection/ the project or reduce its scope at any stage and Bank will not be liable for any cost or expenditure incurred by the Bidder.
16. Vendor should submit proof of dispatch along with tracking numbers to psitw.premises@kgbk.in within 7 days from the date of purchase order and Since time is the essence of this tender, 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.
17. If the works are not completed in the stipulated period, Bank reserves its option to terminate the contract without any notice after the due date.
18. Payment will be effected after completion of the works and No advances will be paid to the Contractor.
19. Art work as per Annexure 1 and 2 are only illustrative. Finalized artwork will be provided to the vendor along with the purchase order.
20. No partial bids shall be accepted from the vendors and vendors should furnish prices in the price bid for all the items as per annexure 1 and 2 failing which the price bid shall be liable for rejection.

**SD/-**
**GENERAL MANAGER**
**KARNATAKA GRAMIN BANK**
**GA WING, HEAD OFFICE,**
**BALLARI - 583103**

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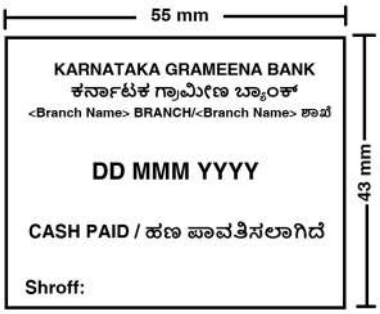
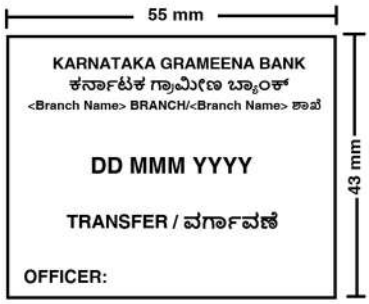
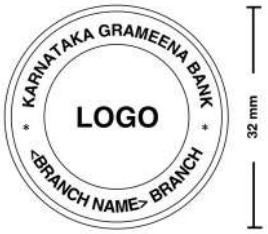
Karnataka Gramin Bank
A Scheduled Bank Established by Government of India
Sponsored by Canara Bank
GENERAL ADMINISTRATION WING

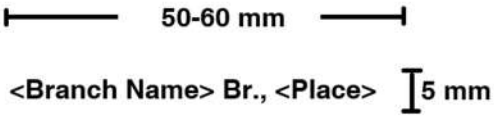
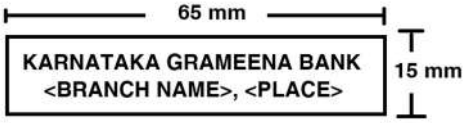
# ANNEXURE - 1

## PRICE QUOTE/COMMERCIAL BID/PRICE BID FOR SUPPLY OF SELF INKING COMBINATION OF RUBBER SEALS & BANNERS FOR BRANCH USAGE

| SN | Seal Sample | Type | Price Quote Rate per unit in ₹ | Apprx Qty | TOTAL Amount |
|---|---|---|---|---|---|
| 1 |  | 1a) Self-Inking CASH PAID Seal with date adjustment | | 2000 | |
| 2 | | 2a)Self-Ink CASH RECEIVED Seal with date adjustment | | 2000 | |
| 3 |  | 3a) Self-Inking TRANSFER Seal with date adjustment | | 2000 | |
| 4 |  | 4a) Self-Inking ROUND Seal | | 2000 | |



**SIGNATURE OF THE BIDDER/CONTRACTOR**

| | | | | | |
|---|---|---|---|---|---|
| 5 | | 5a) Self-Inking FOR Seal (Same price for the same in Kannada letters) | | 4000 | |
| 6 | | Normal OVAL seal with Date adjustment | | 2000 | |
| 6 | | Normal Address Seal (3-4 lines depending on Branch Address & Same price for the same in Kannada letters)) | | 4000 | |
| 7 |  | Normal Single line seal without border | | 2000 | |
| 8 |  | Normal Two line seal with border | | 2000 | |
| 9 | | Stamp pad Pre/Self ink bottle of 25-30ml of Reputed Brand | | 2000 | |
| 10 | Flex Printing for Banners along with 4 metal rivets for fastening<br>Apprx size of each Banner : 18-24 Sqft<br>Expected quantity : 650 units<br>Total expected quantity : 13000-15000 Sqft<br>(Above quantity is illustrative only and price is to be quoted for rate per sq feet only) | | | (Rate per Sq feet) | 15000 Sq Ft |
| 11 | Freight Charges for Delivering around 10 Seals and 1 Banner of Size 18-24 Sqft including Packing charges and delivery charges | | | (Rate Per Branch) | 2000 |
| | | | **GRAND TOTAL** | | |

***Rates are inclusive of all Taxes except GST**

**Place:**
**Date:**

**Signature of the Vendor with Seal**



**SIGNATURE OF THE BIDDER/CONTRACTOR**

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Karnataka Gramin Bank
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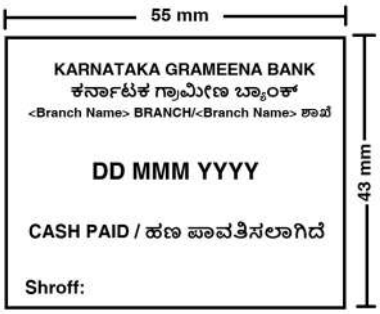
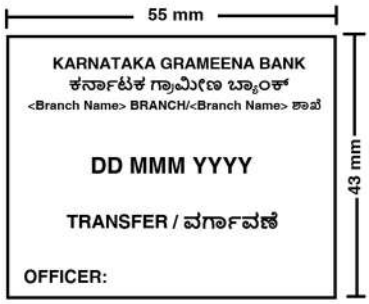
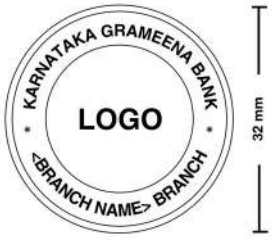
Sponsored by Canara Bank
GENERAL ADMINISTRATION WING

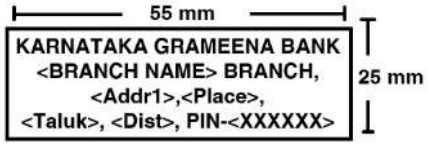
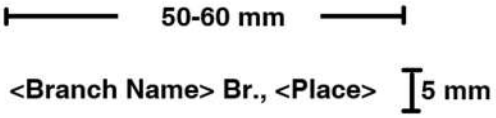
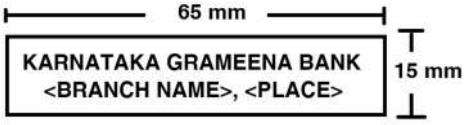
## ANNEXURE - 2

## PRICE QUOTE/COMMERCIAL BID/PRICE BID FOR SUPPLY OF NORMAL COMBINATION OF RUBBER SEALS & BANNERS FOR BRANCH USAGE

| SN | Seal Sample | Type | Price Quote Rate per unit in ₹ | Apprx Qty | TOTAL Amount |
|---|---|---|---|---|---|
| 1 |  | 1b) Normal CASH PAID Seal with date adjustment | | 2000 | |
| 2 | | 2b)Normal CASH RECEIVED Seal with date adjustment | | 2000 | |
| 3 |  | 3b) Normal TRANSFER Seal with date adjustment | | 2000 | |
| 4 |  | 4b) Normal ROUND Seal | | 2000 | |



**SIGNATURE OF THE BIDDER/CONTRACTOR**

| | | | | | |
|---|---|---|---|---|---|
| 5 | | 5b) Normal FOR Seal (Same price for the same in Kannada letters) | | 4000 | |
| 6 | | Normal OVAL seal with Date adjustment | | 2000 | |
| 6 |  | Normal Address Seal (3-4 lines depending on Branch Address & Same price for the same in Kannada letters)) | | 4000 | |
| 7 |  | Normal Single line seal without border | | 2000 | |
| 8 |  | Normal Two line seal with border | | 2000 | |
| 9 | | Stamp pad Pre/Self ink bottle of 25-30ml of Reputed Brand | | 2000 | |
| 10 | Flex Printing for Banners along with 4 metal rivets for fastening<br>Apprx size of each Banner : 18-24 Sqft<br>Expected quantity : 650 units<br>Total expected quantity : 13000-15000 Sqft<br>(Above quantity is illustrative only and price is to be quoted for rate per sq feet only) | | | (Rate per Sq feet) | 15000 | |
| 11 | Freight Charges for Delivering around 10 Seals and 1 Banner of Size 18-24 Sqft including Packing charges and delivery charges | | | (Rate Per Branch) | 2000 |
| | | | **GRAND TOTAL** | | |

***Rates are inclusive of all Taxes except GST**

**Place:**
**Date:**

**Signature of the Vendor with Seal**



**SIGNATURE OF THE BIDDER/CONTRACTOR**