

**THE KANGRA CENTRAL COOPERATIVE BANK LTD. HEAD OFFICE: DHARAMSHALA,  
DISTT. KANGRA (H. P.) 176215**

**TENDER NOTICE**

The Kangra Central Cooperative Bank Ltd – A Leading Cooperative Bank of the Country, invite sealed tenders from established Printers/Manufacturers with proof (only multicolored printers for calenders, manufacturer of diary from units registered with the industry department) for printing work and supply of the following items:

Sr. No	Particulars	Quantity	Earnest Money
1.	Bank's Calendars for the year 2026	100000	Rs. 100,000.00
2	Executive Diary	5000	Rs. 25,000.00
3	Medium Diary	35000	Rs. 100,000.00

The bidder has to deposit Tender fee through demand Draft in Favour of General Manager-The KCC Bank Ltd payable at Dharamsala. Earnest money deposit(EMD) will be accepted in the shape of FDR duly pledged in favor of the General Manager- The KCC Bank Ltd. Bids submitted without Tender fee and earnest money shall stand rejected automatically.

Tender Forms are available as **Annexure I, II & III** for Bank's Calendars, Executive Diary, Medium Diary respectively. The entire tender process will be governed by the time schedule given in **Annexure-IV** while all terms and Conditions have been given in **Annexure V**. The interested and eligible vendors have to submit their bids on Annexure **A TO F**. Bank reserve the right not only to make changes in the given time schedule but also to accept or reject any/all tenders without assigning any reason.

  
**Assistant General Manager Marketing**

**Annexure -I**

**THE KANGRA CENTRAL COOPERATIVE BANK LTD. HEAD OFFICE: DHARAMSHALA,**  
**DISTT. KANGRA (H. P.) 176215**

**SPECIFICATIONS FOR BANK'S CALENDARS FOR THE YEAR 2026**

Tender Form Cost	Rs. 10,000/- Non Refundable
Quantity	<b>100000</b> ( 80000 with Photograph of Shiv Parivar, 20000 with photograph of CM Himachal Pradesh (To be provided by Bank)
Size	30 x 20 inches
Paper	170 GSM (Indian Art Paper)
Rimming	Double fold tin (5mm) in matching color & Ribbon on the top.
Printing Type	Multi Color off set printing
Art Work	To be prepared by the selected vendor in consultation with the bank.
Earnest Money	Rs. 1,00,000/- in shape of FDR duly pledged in favor of the GM KCC Bank.



**THE KANGRA CENTRAL COOPERATIVE BANK LTD. HEAD OFFICE: DHARAMSHALA,  
DISTT. KANGRA (H. P.) 176215**

**SPECIFICATIONS FOR "EXECUTIVE DIARY - YEAR 2026**

Tender Form Cost	Rs. 7500/- Non Refundable
Quantity	5000
Cover Size	180 mm X 240 mm Colour brown
Inside Paper	(175mm X 230mm) 70 GSM Maplitho, Natural shade/off white colour. A Grade Mill.
Earnest Money	Rs.25,000/- in shape of FDR duly pledged in favour of the GM KCC Bank
Cover of Diary	PU material brown Colour with stitching of matching Thread. Kappa board 1.8 mm. (Sample of each cover to be submitted with the Bid).
Specification of Diary	Bank logo and name be embossed on cover. Planner to be incorporated in diary with All Bank information of about 20 Pages. One colour page (front,back) incorporated after every month for Bank's Loan products on 130 GSM paper with four colour printing ( Art paper). Metallic book mark tied with ribbon. Metallic fitting on cover as per sample.
Packing	To be packed in plastic transparent cover. Final Packing in Boxes of 25 kg each. Weight not to exceed more than 25 Kg (per Box).Kindly note.

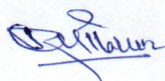


**Annexure -III**

**THE KANGRA CENTRAL COOPERATIVE BANK LTD. HEAD OFFICE: DHARAMSHALA,  
DISTT. KANGRA (H. P.) 176215**

**SPECIFICATIONS FOR “MEDIUM DIARY” FOR YEAR 2026**


Tender Form Cost	Rs. 10,000/- Non Refundable
Quantity	35000
Cover Size	(140 mm X 210 mm) Colour brown
Inside Paper	(135mm X 205mm) 70 GSM Maplitho, Natural shade/off white colour. A Grade Mill.
Earnest Money	Rs. 100,000/- in shape of FDR duly pledged in favour of the GM KCC Bank
Cover of Diary	PU material brown Colour with stitching of matching Thread. Kappa board 1.8mm. (Sample of each cover to be submitted with the Bid)
Specification of Diary	Bank logo and name be embossed on cover. Planner to be incorporated in diary with All Bank information of about 20 Pages. One colour page (front,back) incorporated after every month for Bank's Loan products on 130 GSM paper with four colour printing ( Art paper). Metalic book mark tied with ribbon. Metalic fitting on cover as per sample.
Packing	To be packed in plastic transparent cover. Final Packing in Boxes of 25 kg each. Weight not to exceed more than 25 Kg (per Box). Kindly note.



**Annexure -IV**

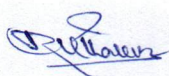
**Tender's Time Schedule (Important Dates)**

Date of Publication of Tender Notice (In Bank's website and News Papers)	<b>11<sup>th</sup> December 2025</b>
Last Date and time for Submission of Bid	<b>19<sup>th</sup> December- 2025 upto 1.30 P.M.</b>
Date & Time of opening of Bids	<b>19<sup>th</sup> December 2025 at 3.30 P.M</b> <b>Venue : Conference Hall of the Bank at H.O.</b>
Maximum time allowed for printing and supply of entire material (From the date of final Purchase Order after finalizing the entire art work with the selected vendor)	<b>40 Days.</b>

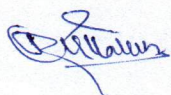


## Annexure – V

Sr. No.	<u>Terms and Conditions</u>
1	Bids on prescribed format only along with required relevant documents will be accepted alongwith signed copy of Tender Document. NO bid after the last date as mentioned in the <b>annexure IV</b> shall be accepted.
2	Rates quoted should be inclusive of all taxes including GST ( <b>Clear breakup of base rate and GST should be mentioned in quotations</b> ). Delivery will be on 18 locations of zonal offices of K.C.C.B ( Five Districts i.e. Kangra, Una, Kullu, Hamirpur & Lahaul Sapiti) & for Head office Dharamshala separately including loading and unloading charges up to godowns. The Transportation charges will be born by the Bank on actual basis.
3	Bids must accompany earnest money (EMD) in shape of FDR duly pledge in favour of the General Manager, KCC Bank Ltd, including the applicable tender fee to be paid through Demand Draft.
4	The material will have to be supplied within 40 days from the date of final Purchase Order after finalizing the entire art work in consultation with bank. Delay in delivery over the allowed period of 40 days will attract <b>penalty @ Rs. 1,000/- per day</b> for which bank also reserve the right to forfeit the EMD amount.
5	Tender form must accompany sample of paper's to be used both in calender & diary. Also enclose the material to be used in the diaries viz. Matt Lamination etc.
6	No extra cost for transparencies will be paid for calendar. Photos will be approved by the bank so participants needs to bring best transparencies with them for selection.
7	Bank reserves the right to accept or reject any or all tenders without assigning any reason.
8	75 % payment will be made against goods supplied and remaining 25 % payment will be made after the report from recognized testing agency regarding quality & weight of paper. Penalty for inferior quality will be charged @ 25 % of the total cost of calendars/diary and EMD shall also be forfeited. IT/TDS as applicable will be levied while releasing the payment.
9	State Entry Tax (If any) shall be borne by the supplier.
10	Envelops sending quotations may be addressed to General Manager, The Kangra Central Cooperative Bank Limited Head Office Dharamshala and write word on top : “Quotation for Calender -2026”Quotation for Diaries (Executive) -2026”& “Quotation for Diaries (Medium)-2026, on the top of the envelop.
11	Bids/Quotations may be submitted either through post or may be submitted in Marketing Section K.C.C.B. H.O. Dharamshala in person.
12	Bid opening process on the date and time as mentioned above may be attended personally by the bidders.
13	Vendor should have experience of doing similar work and certificate in this regard required to be attached with bids.



14	Disputes, questions and claims arising out of or touching this agreement shall be subject to the exclusive jurisdiction of the courts at Dharmshala only.
15	Three random samples will be collected from each lot of the consignment by a committee of bank officials, for Quality of Paper Testing .
16	The Bidder should have not previously been terminated/blacklisted by the Bank.



**Annexure-A**

**Application for submitting price bid for printing & supply of calenders 2026**

Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

The General Manager ,  
The Kangra Central Cooperative Bank Limited,  
Head Office- Dharamshala, Distt. Kangra,  
Himachal Pradesh -176215

R/Sir,

**Reg.: PRICE BID FOR PRINTING & SUPPLY OF CALENDERS – 2026**

Particulars	Quantity	Rate per Calendar : (Rs.)	Total Amount (Rs.)
I) Calender with Photograph of Shiv Parivar	80000		
II) Calendar with Photograph of Honorable Chief Minister	20000		
<b>Total</b>	<b>100000</b>		
Discount If any			
Final Rate and Amount after discount:			

The rates quoted are inclusive of all taxes including GST & delivery will be made on 18 locations of zonal offices of K.C.C.B ( Five Districts i.e. Kangra, Una, Kullu, Hamirpur & Lahaul Sapiti) & for Head office Dharamshala separately including loading and unloading charges up to godowns.. We further undertake / declare as under:

1. Price bid and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our bid is accepted we undertake to deliver the calendars within the scheduled time frame.
3. We assure and undertake to complete the job within the period of 40 days from the date of final purchase order after finalizing the art work in consultation with bank as per the specifications mentioned in Annexure B and subsequent changes made, if any.
4. We are agreeable to receive the payment after completion of the job as per the Bank's satisfaction and terms and conditions as laid down in annexure V
5. The final amount is subject to arithmetical check.

**Enclosures: Stamped and signed annexure I along with annexures V ,A & B**

Signature of the Authorized Person

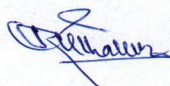
Seal of the Firm/Company

Name of Authorized Person \_\_\_\_\_

Complete Address: \_\_\_\_\_

Mobile No. & email : \_\_\_\_\_

Place: \_\_\_\_\_



## Annexure- B

SPECIFICATIONS OF SAMPLES BEING SUBMITTED FOR BANK'S CALENDER FOR THE YEAR - 2026	
Quantity	100000 (One Lac only)
Photograph	1. 80000 With Photograph of Shiv Parivar 2. 20000 With Photograph of Chief Minister (To be Provided by Bank). (All photographs are to be finally selected by the Bank)
Size	30 x 20 inches.
Paper	170 GSM (Indian Art Paper).
Rimming	Double fold tin (5 mm) in matching color & ribbon on the top.
Printing Type	Multicolor off set printing
Art Work	To be prepared in consultation with the Bank.
Tender Fee	DD No _____ for Rs. 10,000/- issued by _____ (Name of Bank Branch) in favor of GM KCC Bank Ltd payable at <b>Dharamsala</b>
Earnest Money	Rs.100,000/- in shape of FDR duly pledged in favour of the GM KCC Bank Ltd. FDR No _____ Dated _____ Issuing Bank Branch _____
Packing	Every 50 ( Fifty ) calenders will be wrapped for the full width and set of five rolls be staple tapped .

Signature of the Authorized Person

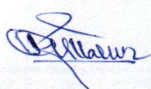
Seal of the Firm/Company

Name of Authorized Person \_\_\_\_\_

Complete Address: \_\_\_\_\_

Mobile No. &amp; email : \_\_\_\_\_

Place: \_\_\_\_\_



**Application for submitting price bid for printing & supply of Executive Diaries- 2026**Ref No.:  
\_\_\_\_\_

Date:

The General Manager,  
The Kangra Central Cooperative Bank Limited,  
Head Office- Dharamshala, Distt. Kangra,  
Himachal Pradesh -176215

R/Sir,**Reg: PRICE BID FOR PRINTING & SUPPLY OF DIARIES (EXECUTIVE)– 2026**

Particulars	Quantity	Rate (Rs.) per Diary (As per cover of Diary)	GST (Rate & Amount)	Amount (Rs.)
Executive Diary	5000	(i) (ii) (iii)		(i) (ii) (iii)
Discount If any		(i) (ii) (iii)		(i) (ii) (iii)
Final Rate and Amount after discount:		(i) (ii) (iii)		(i) (ii) (iii)

The rates quoted are inclusive of all taxes including GST & delivery will be made on 18 locations of zonal offices of K.C.C.B ( Five Districts i.e. Kangra, Una, Kullu, Hamirpur & Lahaul Sapiti) & for Head office Dharamshala separately including loading and unloading charges up to godowns.. We further undertake / declare as under:

1. Price bid and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our bid is accepted we undertake to deliver the diaries within the scheduled time frame.
3. We assure and undertake to complete the job within the period of 40 days from the date of final purchase order after finalizing the art work in consultation with bank as per the specifications mentioned in Annexure D and subsequent changes made, if any.
4. We agree to receive the payment after completion of the job as per the Bank's satisfaction and terms and conditions as per Annexure -V
5. The final amount is subject to arithmetical check.

Enclosures: Stamped and signed annexure II along with annexures V ,C & D

Signature of the Authorized Person

Seal of the Firm/Company

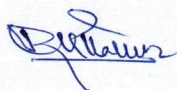
Name of Authorized Person \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No. & email : \_\_\_\_\_

Place: \_\_\_\_\_



**Annexure-D**

<b>SPECIFICATIONS OF SAMPLES BEING SUBMITTED FOR BANK'S DIARIES (EXECUTIVE) FOR THE YEAR - 2026</b>	
Tender Form Cost	Rs. 7500/- Non Refundable
Quantity	5000
Cover Size	180 mm X 240 mm
Inside Paper	(175mm X 230mm) 70 GSM Maplitho, Natural shade/off white colour. A Grade Mill.
Earnest Money	Rs.25,000/- in shape of FDR duly pledged in favour of the GM KCC Bank
Cover of Diary	PU material brown Colour with stitching of matching Thread. Kappa board 1.8 mm. (Sample of each cover to be submitted with the Bid).
Specification of Diary	Bank logo and name be embossed on cover. Planner to be incorporated in diary with All Bank information of about 20 Pages. One colour page (front,back) incorporated after every month for Bank's Loan products on 130 GSM paper with four colour printing ( Art paper). Metallic book mark tied with ribbon. Metallic fitting on cover as per sample.
Packing	To be packed in plastic transparent cover. Final Packing in Boxes of 25 kg each. Weight not to exceed more than 25 Kg (per Box).Kindly note.

Signature of the Authorized Person

Seal of the Firm/Company

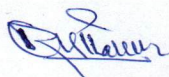
Name of Authorized Person\_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No. &amp; email : \_\_\_\_\_

Place:\_\_\_\_\_



**Annexure- E****Application for submitting price bid for printing & supply of Medium Size Diaries- 2026**Ref No.:  
\_\_\_\_\_

Date:

The General Manager ,  
The Kangra Central Cooperative Bank Limited,  
Head Office- Dharamshala, Distt. Kangra,  
Himachal Pradesh -176215

R/Sir,Reg: PRICE BID FOR PRINTING & SUPPLY OF DIARIES (MEDIUM SIZE)– 2026

Particulars	Quantity	Rate (Rs.) per Diary (As per cover of Diary)	GST (Rate & Amount)	Amount (Rs.)
Diary (Medium Size)	35000	(i) (ii) (iii)		(i) (ii) (iii)
Discount If any		(i) (ii) (iii)		(i) (ii) (iii)
Final Rate and Amount after discount:		(i) (ii) (iii)		(i) (ii) (iii)

The rates quoted are inclusive of all taxes including GST & delivery will be made on 18 locations of zonal offices of K.C.C.B ( Five Districts i.e. Kangra, Una, Kullu, Hamirpur & Lahaul Sapiti) & for Head office Dharamshala separately including loading and unloading charges up to godowns.. We further undertake / declare as under:

1. Price bid and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our bid is accepted we undertake to deliver the diaries within the scheduled time frame.
3. We assure and undertake to complete the job within the period of 40 days from the date of final purchase order after finalizing the art work in consultation with bank as per the specifications mentioned in Annexure F and subsequent changes made, if any.
4. We are agreeable to receive the payment after completion of the job as per the Bank's satisfaction and terms and conditions as per Annexure -V
5. The final amount is subject to arithmetical check.

Enclosures: Stamped and signed annexure III along with annexures V,E & F

Signature of the Authorized Person

Seal of the Firm/Company

Name of Authorized Person \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No. & email : \_\_\_\_\_

Place: \_\_\_\_\_



**Annexure-F**

<b>SPECIFICATIONS OF SAMPLES BEING SUBMITTED FOR BANK'S DIARIES (MEDIUM SIZE) FOR THE YEAR - 2026</b>	
Tender Form Cost	Rs. 10,000/- Non Refundable
Quantity	35000
Cover Size	(140 mm X 210 mm) Colour brown
Inside Paper	(135mm X 205mm) 70 GSM Maplitho, Natural shade/off white colour. A Grade Mill.
Earnest Money	Rs. 100,000/- in shape of FDR duly pledged in favour of the GM KCC Bank
Cover of Diary	PU material brown Colour with stitching of matching Thread. Kappa board 1.8mm. (Sample of each cover to be submitted with the Bid)
Specification of Diary	Bank logo and name be embossed on cover. Planner to be incorporated in diary with All Bank information of about 20 Pages. One colour page (front,back) incorporated after every month for Bank's Loan products on 130 GSM paper with four colour printing ( Art paper). Metallic book mark tied with ribbon. Metallic fitting on cover as per sample.
Packing	To be packed in plastic transparent cover. Final Packing in Boxes of 25 kg each. Weight not to exceed more than 25 Kg (per Box). Kindly note.

Signature of the Authorized Person

Seal of the Firm/Company

Name of Authorized Person\_\_\_\_\_

Complete Address: \_\_\_\_\_

Mobile No. & email : \_\_\_\_\_

Place: \_\_\_\_\_

