



**Printing & Stationery Department
Azadpur, Delhi**

Limited Tender Notice
Item Rate quotations for the Printing & Supply of Gold Pouch

(REF NO: PSB/H9025/Gold Pouch/ Tender 09/2026-27)

NOTICE INVITING RATES

1. Punjab & Sind Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980, having its Head Office at New Delhi. The Punjab & Sind Bank Printing & Stationery department situated at C7, 1st Floor, New Sabzi mandi, Azadpur, Delhi 110033 invites '**Rates Tender**' from empanelled Printing Vendors for printing, packaging & supply of Gold Pouches for the day- to- day use of the Bank's branches.
2. Only Vendors empanelled with HO Printing & Stationery Department are eligible to participate. Vendors are requested to submit their duly completed applications in all respects to the Bank in a sealed envelope super scribed as "**RATE TENDER FOR PRINTING, PACKAGING & SUPPLY OF "TAMPER-PROOF" PACKETS FOR PACKAGING OF PLEDGED GOLD JEWELLERY."**
3. The sealed tender should be dropped in the tender box kept in the office of the "Chief Manger, Punjab & Sind Bank, H.O Printing & Stationery Department, 1st Floor, C-7, New Sabzi Mandi, Azadpur, New Delhi – 110033" on or before **08.07.2026 by 1500 Hrs.**
4. All pages of the tender document, including the terms & conditions and supporting documents must be duly signed by the authorized signatory and seal of the Vendors should be affixed on every page of the document submitted to the bank.
5. The format of the bidding document and the stipulated terms & conditions shall not be altered by the bidder. If, at any stage, it is found that any clause of the application or the terms & conditions has been altered by the vendor, the vendor's empanelment shall be cancelled forthwith, the security deposit shall be forfeited, and the vendor shall be debarred from participating in future empanelment processes of the Bank.

The detailed schedule of Tendering Process shall be as below:-

Date of Display of Tender on bank's website.	03.07.2026 at 1500 hrs
Pre Bid Meeting	06.07.2026 at 1300 hrs
Last Date & Time of Submission of /Bid	08.07.2026 up to 1500 hrs
Date of Opening of Bids	08.07.2026 at 1530 Hrs

LIMITED TENDER NOTICE
((REF NO: PSB/H9025/Gold Pouch/ Tender 09/2026-27))

Item Rate Tender for purchase of “Tamper-Proof” Packets for Packaging of Pledged Gold Jewellery.

This item rate tender is invited only from Empanelled Vendors who are on Bank’s approved panel with Head Office Printing & Stationery Department.

1. INTRODUCTION

Punjab & Sind Bank, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1980, having its Head Office at New Delhi, invites item rate quotations from its empanelled printing vendors for the purchase, printing, packaging, and supply of tamper-proof packets for packaging of pledged gold jewellery.

2. SCOPE OF WORK

- a) The successful vendor shall manufacture, print, package, and supply tamper-proof packets for packaging of pledged gold jewellery to the Head Office or any other office/branch of the Bank, as specified in the work order.
- b) The actual quantity to be supplied shall be communicated by the Head Office Printing & Stationery Department through the respective work order.
- c) The scope of work shall include the following:

i. Supply of Tamper-Proof Packets

- The raw material used shall be of superior quality and shall strictly conform to the specifications prescribed in Annexure-A and Annexure-B of this tender document.
- The Bank reserves the right to inspect and test the raw material and finished product at any stage of manufacturing, printing, packaging, dispatch, transit, or delivery.

ii. Printing and Design-

- Printing and design of the tamper-proof packets shall be carried out strictly in accordance with the specifications, artwork, and format approved by the Bank from time to time.

iii. Packaging

- The vendor shall pack the tamper-proof packets as per the instructions issued by the Bank.
- The Bank may, at its sole discretion.

- iv. The vendor shall inform the HO Printing & Stationery Department upon completion of the work. The Gold Pouches shall be delivered to the HO Printing & Stationery Department or to any other location(s) as may be communicated by the Bank from time to time.

- v. The work shall be commenced immediately in accordance with the terms and conditions specified herein and completed within the stipulated time as mentioned in the work order. Failure to complete the work within the stipulated time shall attract penalty as per the terms of the work order.

3. BIDDING & EVALUATION.

- a) The Vendors are advised to go through the document carefully and make himself/herself clear about the requirement of the Bank before quoting the rate.
- b) Incomplete or conditional quotations differing from the details specified in this document are liable to be rejected.
- c) No modification to the quotation will be entertained, unless specifically asked for & agree to by the Bank.
- d) The quotation amount/rates should be given in figures as well as in words. If there is any cutting/overwriting/erasing, this should be attested with full signature of the bidder.
- e) The quotation should be on unit rate basis exclusive of all taxes and as per schedule attached herewith as Annexure-A & B. Vendors should quote the rates in figures as well as in words.
- f) Tender received late, unsealed and without superscription are liable to be rejected.
- g) Bank reserves the right to accept or reject any or all quotations without assigning any reason.
- h) The Tender will be opened on **08.07.2026 at 1530 Hrs** in the presence of prospective bidders, as are present on the occasion.
- i) Quoted rates should be valid for 30 days from the date of opening of quotation.
- j) No claim for rate enhancement/price revision should be considered during the subsistence of the contract.
- k) The Vendors must familiarize themselves with the volume of work, general requirement, specifications etc. as set down in the tender document.
- l) The Vendors may get a set of the specification/format/sample of the gold Pouch to be printed from HO Printing & Stationery before quoting rate.
- m) This is a tender for item rate. Vendors shall quote gold pouch rates for printing, packaging & supply as per format in Annexure A & B.
- n) Quoting the lowest rate for the Gold Pouch item does not mean that the work will be allotted to the Vendors. The lowest quoted rate for the specific **GOLD POUCH** shall be considered as L1 rate for the printing of that particular item. As such the Vendors must ensure that the rate quoted is reasonable and justified as per prevailing market rate.
- o) The L1 rates for Gold Pouch will be analyzed for reasonableness before being accepted as L1.
- p) Bidders shall submit rates for Gold Pouch as per the specifications and tender terms.

4. AWARD OF WORK

- a) The L1 rate of Gold Pouch shall be considered for evaluation and award of work.
- b) After the L1 rates for Gold Pouch is arrived, the rates will be placed before up to L5 Bidders for acceptance. Preferences will given to the L1 bidder and some work can be allotted to other printing vendors at L1 rate.

5. SPECIAL TERMS AND CONDITIONS OF THE ITEM RATE TENDER.

- a) **Quality and Adhering to Specifications.**
 - i. Gold pouch has to be as per the specifications provided in annexure-A & B and the material must be as per specification only. The specifications and the material will be checked randomly at any stage of the printing/packaging/transit. If required, Bank at its sole discretion shall get the material tested from any laboratory.
 - ii. If at any stage it is found that the specification has not been followed or material other than that of specification mentioned in tender have been used, the entire work order shall be replaced at their own cost.

iii. If the vendor refuses to do so Bank will go in for risk purchase and the entire quantity of the Stationery item in question will be got printed from another printing vendor solely at Bank's discretion. The defaulting printing vendor will be de-empanelled for 3 years and his Security Deposit will be forfeited.

b) Billing and terms of payment

- i. Bill as per the work order shall be raised by the vendor. The Bills must confirm to the present GST regime and all Government of India norms.
- ii. The payment shall be made by HO Printing & Stationery department within 30 days from the present of the Original bill along with signed challan of the items delivered as per work order given by the Printing & Stationery department.

c) Penalty Clause

- i. The work should be taken up immediately as per terms and conditions mentioned herein and completed within the stipulated time as per the work order.
- ii. Failure on the part of the vendor to complete the work on the date stipulated, Bank reserves the right to recover from the vendor a sum equivalent to 1% of the contract value of the works for each day of delay. In any case damages so recovered shall not exceed 10% of the value of the works.
- iii. In case of inordinate delay i.e. when the penalty for delayed delivery has exceeded 10%, Bank will go in for risk purchase and the entire quantity of the Gold Pouch in question will be printed & make from another vendor solely at Bank's discretion. The defaulting vendor will be de-empanelled for 3 years and Security Deposit will be forfeited.
- iv. The material as per mentioned in specifications must be used for printing/manufacturing of the items,
- v. Vendors are advised to quote their rate accordingly.

Breach of Contract

The defaulting vendor will be de-empanelled and his Security Deposit will be forfeited in case at any stage of the printing & making process or during the currency of the rate contract any vendor is found to have violated the specification of the items or on schedule of delivery.

- i. In such an event, the security deposit with the Bank will be forfeited without prejudice to Bank's further right to claim compensation from the vendor for the loss. Also Bank reserves the right to blacklist/remove the vendor from the Bank's panel.

We undertake that we have read this notice and all other Contract Documents and have made ourselves aware of the scope and Specifications of the work to be done.

Signature:
Name & Address:
Date:.....
Place:

ANNEXURE-A

Big Size tamper proof packets:-

Specification of tamper proof packets	Quantity required	Rate per piece including all taxes, delivery, Freight, octroi and insurance, if any.	
		Unit rate (Rs.) excl. GST	Total (Rs.) excl. GST
<p>(i) Shape and Size- 12.69”X 9.27” (Outer Size) and 11.69”X8.27” (Usable Size). A4 Size</p> <p>(ii) Film: 3layers, Coextruded, Blend of LDPE and LLDPE (Virgin Resin Material).</p> <p>(iii) Thickness: 100 Microns Variance in thickness +/- 3% is allowed.</p> <p>(iv) Adhesive: Hot melt permanent adhesive from synthetic thermoplastic rubber base type.</p> <p>(v) No. Of Colors of printing: Three Colors.</p> <p>(vi) Sequential Numbering: Numbering on the front side of the bag.</p> <p>(vii) Extra seal: There will be an extra seal on both the edges of the envelope in the range 2-6 mm with fine print of “123” letters on it.</p> <p>(viii) Closure: 45 mm Void tape closure at the top of the envelope & one extra closure with 45 mm void tape at the back of the envelope for audit purpose.</p> <p>(ix) VOID Tape: 45 mm VOID Tape RED or Blue in color, which shows irreversible evidence of tampering , where text “VOID” Appears on the tape on any attempt to tamper the bag. Total Four such tapes are required, One for top side opening & Three in mid of bag for audit purpose</p> <p>(x) Tensile Strength: 28 MPamin(MD); 22 MPamin(TD) (ASTM D882-91).</p> <p>(xi) Elongation: 650% (MD); 730%(TD).</p> <p>(xii) Transparent/ Opaque: One side should be Opaque for printing the details of the loan, appraiser, Inspection details etc .the other side Can be transparent.</p>	10000 pieces		

The rates quoted above are excluding GST.

We have read the terms and conditions along with all the annexure and also seen the samples of each item. We have familiarized ourselves with the work to be carried out and have quoted the above best rates.

We hereby agree to abide by the above declarations:

Place

Signature of Authorized Signatory

ANNEXURE-B

Small Size tamper proof packets:-

Specification of tamper proof packets	Quantity required	Rate per piece including all taxes, delivery, Freight, octroi and insurance, if any.	
		Unit rate (Rs.) excl. GST	Total (Rs.) excl. GST
<p>(i) Shape and Size- 6.83” X 9.27” (Outer Size) and 5.83” X 8.27” (Usable Size). A5 Size</p> <p>(ii) Film: 3layers, Coextruded, Blend of LDPE and LLDPE (Virgin Resin Material).</p> <p>(iii) Thickness: 100 Microns Variance in thickness +/- 3% is allowed.</p> <p>(iv) Adhesive: Hot melt permanent adhesive from synthetic thermoplastic rubber base type.</p> <p>(v) No. Of Colors of printing: Three Colors.</p> <p>(vi) Sequential Numbering: Numbering on the front side of the bag.</p> <p>(vii) Extra seal: There will be an extra seal on both the edges of the envelope in the range 2-6 mm with fine print of “123” letters on it.</p> <p>(viii) Closure: 45 mm Void tape closure at the top of the envelope & one extra closure with 45 mm void tape at the back of the envelope for audit purpose.</p> <p>(ix) VOID Tape: 45 mm VOID Tape RED or Blue in color, which shows irreversible evidence of tampering , where text “VOID” Appears on the tape on any attempt to tamper the bag. Total Four such tapes are required, One for top side opening & Three in mid of bag for audit purpose</p> <p>(x) Tensile Strength: 28 MPamin(MD); 22 MPamin(TD) (ASTM D882-91).</p> <p>(xi) Elongation: 650% (MD); 730%(TD).</p> <p>(xii) Transparent/ Opaque: One side should be Opaque for printing the details of the loan, appraiser, Inspection details etc .the other side Can be transparent.</p>	<p>40000 pieces</p>		

The rates quoted above are excluding GST.

We have read the terms and conditions along with all the annexure and also seen the samples of each item. We have familiarized ourselves with the work to be carried out and have quoted the above best rates.

We hereby agree to abide by the above declarations:

Place

Signature of Authorized Signatory