



MIZORAM RURAL BANK
HEAD OFFICE , AIZAWL, MIZORAM

e-mail : fa@mrb.bank.in

Ref.No.:_PC/2025-26/MRB-CAL2025

Dated : 10/10/2025

Notice for printing and supply of Calendars and Diaries for the year 2026

Mizoram Rural Bank invites Limited tenders/Quotations for printing and supply of calendars and Notebook/diaries from the printers/suppliers who are engaged in printing and supply of Calendars and Notebook/Diaries.

The quantity of Calendars and Notebook/Diaries required are as under:-

S.No.	Particulars	Size (Appr.)	Quantity
1.	Seven Sheeter Calendars	17"X23"	5,000
2.	Wall Calendar Single Page	20"x30"	1,00,000
3.	Diary (365 pages + 18 Index Colour Pages)	8.5"X5.5"	5,000

Printers/suppliers may visit our Head Office, Mizoram Rural Bank, MINECO Khatla, Aizawl, Mizoram to see samples of Calendars and Diaries/Note Book on any working day during office hours. Interested parties may contact Manager, FA & Stationeries at e-mail : fa@mrb.bank.in Head Office,Mizoram Rural Bank in this regard.

Last date of quotations Submission : 24.10.2025 (02.00 P.M.)

**The General Manager,
Mizoram Rural Bank,
Head Office
MINECO, Khatla, Aizawl
Mizoram 796001**

TERMS AND CONDITIONS

- 1) Rate should be quoted for per piece.
- 2) Delivery within 30 (Thirty) days of issue of supply Order to HEAD OFFICE,MIZORAM RURAL BANK,MINECO ,KHATLA, AIZAWL MIZORAM 796001
- 3) Articles meant for delivery should be properly packed so as to avoid damage during transit.
- 4) If any damage/shortage are detected during actual counting of the articles received, the cost of such damage/shortage will be adjusted against the final bill.
- 5) Request for enhancement of rates during the contract period shall not be considered under any circumstances.
- 6) The Mizoram Rural Bank is not bound to accept the lowest Quotation/tender and reserves the right to accept or reject any or all Quotation/tender without assigning any reasons thereof.

Tender Details

Department	:	Fixed Assets & Stationery	Ref.No	PC/2025-26/MRB-CAL2025	Date	10-10-2025
Brief scope of work	:	Printing and supply of Calendars and Notebook/Diaries for the year 2026				
Product / service / work keywords	:	Printing and supply of Calendars and Notebook/Diaries for the year 2026				
Estimated Cost	:					
Stage	:	One	Envelope	:	Financial/Price	
Type of contract	:	Lump Sum Contract / Fixed Price Contract				
Document	:	Download				
Bid Submission Configuration						
Mode of Submission	:	Offline		Bidding Access	:	OPEN
Base currency	:	INR				
Consortium	:	Not Allowed		Bid Withdrawal	:	Allowed (Before Bid Submission Deadline)
Key configuration						
Bidding variant	:	N/A		Pre-bid meeting	:	N/A
Place, Time and date for submission of Tender						
Tenders are available at	:	https://www.mrb.bank.in/				
Bid submission start date	:	10/10/2025	Time	:	11:00 AM	
Bid Submission end date	:	24/010/2025	Time	:	3:00 PM	
Bid opening date	:	24/10/2025	Time	:	3:30 PM	
Document / EMD / Security fee detail						
Document fees	:	Not required	Security fee	:	Don't allow	
EMD	:	Not required	Event-wise registration charges applicable	:	Not required	

Schedule of Works

Delivery to, HEAD OFFICE,MIZORAM RURAL BANK,MINECO ,KHATLA, AIZAWL MIZORAM 796001	:	Delivery within 30 (Thirty) days of issue of supply Order	Security fee	:	Don't allow
Duration of completion of work	:	Delivery within 30 (Thirty) days of issue of supply Order	Defects liability period	:	N/A

ELIGIBILITY CRITERIA

- The bidder must be a registered printing firm/press with valid GST and PAN.
- Must have completed printing works (Calendars/Notebooks/Annual Reports) for Banks/PSUs/Government Institutions.
- Must have adequate printing and binding facilities of their own.
- Must not have been blacklisted by any government department, PSU, or bank.
- The invoice should specifically/separately disclose the amount of GST levied at the applicable rate as per GST provisions/Rules.
- In case of correction in the bills after scrutiny, the contractor should submit fresh bills for payment.
- The Printing firm/press should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the Supplier.

Terms of Payment of Bills

1. No Advance will be paid
2. No RA Bill will be entertained and the final Bill will be paid on satisfactory completion of the works as per measurement of actual quantity
3. The bill may be submitted to “The Chairman, Mizoram Rural Bank, Head Office, MINECO, Khatla, Aizawl, Mizoram” for payment of bills after complete and satisfactory delivery of the item.
4. The GST number of MIZORAM RURAL BANK : **GSTIN 15AAAAM1725F1Z3**

FORM OF SUBMISSION OF TENDER
(To be filled by the tenderer)

The General Manager,
Mizoram Rural Bank,
Head Office, MINECO,
Khatla, Aizawl,
Mizoram 796001

Madam/Dear Sir,

SUBJECT: TENDER FOR PRINTING AND SUPPLY OF CALENDARS AND DIARIES
FOR THE YEAR 2026

I/We hereby quote the following rates (inclusive of printing, binding, packing, forwarding, transportation, and delivery charges, but exclusive of GST) for the supply of Mizoram Rural Bank's Calendar and Notebook – 2026:

S.N.	Particulars	Size (Appr.)	Quantity	Rate Per Unit (₹)	Total Amount (₹)
1.	Seven Sheeter Calendars	17"X23"	5,000		
2.	Wall Calendar Single Page	20"x30"	1,00,000		
3.	Diary (365 pages + 18 Index Colour Pages)	8.5"X5.5"	5,000		
4.					
5.					
		Total Contract Value (Excl. GST)			
		GST (%)			
		Grand Total (Incl. GST)			

(Rupees

only)

Legal Details :

S.N.	Particulars	Details/ Number	Enclosure (Yes/No)
1.	Printing Press Location		
2.	PAN		
3.	GST Registration No.		
4.	Firm/Company Registration Certificate		
5	Valid Trade License (if applicable)		

Declaration:

I/We hereby declare that:

1. The information above is true and correct to the best of my/our knowledge.

2. I/We have not been blacklisted by any Government Department/PSU/Bank.
3. The rates quoted shall remain valid for **90 days** from the date of bid opening.
4. I/We agree to complete printing, packing, and delivery of all items on or before **6th December 2025**, failing which penalty as per tender terms shall apply.
5. I/We accept all terms and conditions of Mizoram Rural Bank's tender.

Place: _____

Date: _____

Signature & Seal of Bidder

Name: _____

Designation: _____

Address: _____

PRINTING CONTRACT AGREEMENT
(For Mizoram Rural Bank Calendar and Diary – 2026)

This Printing Contract Agreement (“Agreement”) is made and entered into on this ____ day of _____, 2025, at Aizawl, Mizoram, by and between:

M/s
(hereinafter referred to as the “Printer”), having its registered office at _____,
duly authorized for the purpose,

AND

Mizoram Rural Bank,

(hereinafter referred to as the “Bank”), having its Head Office at MINECO, Khatla, Aizawl, Mizoram – 796001, represented by Shri _____, Chairman/Authorized Officer.

The Printer and the Bank shall hereinafter be collectively referred to as the “**Parties**” and individually as a “**Party**.”

1. Scope of Work

1.1 The design shall be provided by the Bank, and the Printer agrees to print, pack, and deliver the following items for the year 2026 as per the Bank’s specifications:

1. Wall Calendars – Quantity: 1,00,000 copies (size, paper quality, number of sheets as per approved sample).
2. 7-Sheeted Calendars – Quantity: 5,000 copies (size, paper quality, number of sheets as per approved sample).
3. Diary – Quantity: 5,000 copies (size, binding, cover page, and paper quality as per approved sample).

1.2 Printing shall strictly conform to the final approved design, sample, specifications, and instructions provided by the Bank.

2. Price and Payment Terms

2.1 The Bank agrees to pay the Printer a total contract value of ₹ _____ (Rupees only), inclusive of all printing, binding, packing, forwarding, transportation, and delivery charges, but exclusive of applicable GST.

2.2 Payment shall be made as follows:

1. No advance payment shall be made on signing this Agreement.
2. Full payment shall be released after satisfactory completion of printing and delivery, against submission of invoices and acknowledgment of receipt by the Bank.

3. Delivery Schedule

3.1 The Printer shall complete printing and deliver all items to the Bank's Head Office, Aizawl, Mizoram, on or before **6th December 2025**.

3.2 Time shall be of the essence in this Agreement. In case of delay without valid reason, the Bank reserves the right to impose a penalty at the rate of **0.5% of the total contract value per week of delay**, subject to a maximum of **5%**, and/or cancel the order.

4. Quality Assurance

4.1 The Printer shall ensure high-quality printing, binding, and finishing as per the approved sample.

4.2 If any defective or substandard materials are found, the Printer shall, at its own cost, replace such defective materials within the period specified by the Bank.

5. Confidentiality

The Printer shall maintain strict confidentiality regarding all designs, logos, photographs, and materials supplied by the Bank, and shall not reproduce, share, or use them for any other purpose without the prior written consent of the Bank.

6. Liability and indemnity

The Printer shall be liable for any losses or damages incurred by the Bank due to defective or substandard materials. The Printer shall indemnify and hold harmless the Bank against any claims, demands, or actions arising from such defects.

7. Dispute Resolution

In the event of any dispute or difference arising between the parties, the parties shall first attempt to resolve the matter amicably through mutual discussion and negotiation without resorting to litigation. If such negotiations fail, the parties may explore alternative dispute resolution mechanisms, including arbitration, conciliation, or mediation through Lok Adalat or other forums.

If all such efforts fail, the parties reserve the right to approach the courts of law for resolution.

8. Termination

Either Party may terminate this Agreement by providing 30 days' written notice to the other Party. Upon termination, the Printer shall return all Bank materials and destroy any confidential information.

However, the Bank reserves the right to terminate this Agreement without liability if the Printer fails to deliver the materials within the stipulated time, or fails to meet the required quality standards, or breach the terms and conditions of this Agreement.

9. Force Majeure

Neither Party shall be held liable for non-performance of obligations under this Agreement due to causes beyond their reasonable control, including but not limited to natural calamities, acts of God, strikes, or government restrictions.

10. Governing Law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of India. The courts at Aizawl, Mizoram, shall have exclusive jurisdiction over any disputes arising under this Agreement.

11. Entire Agreement

This Agreement constitutes the entire understanding between the Parties and supersedes all prior negotiations, representations, or agreements, whether oral or written.

12. Acceptance and Signatures

Both Parties, having read and understood this Agreement, hereby agree to the terms and conditions contained herein.

Signed at Aizawl on this _____ day of _____, 2025.

For Mizoram Rural Bank

(Signature & Seal)

Name: _____

Designation: _____

Date: _____

For M/s _____

(Signature & Seal)

Name: _____

Designation: _____

Date: _____