



Notice Inviting Tenders (NIT) in two bid system for
Engaging the services of a **Printer** for printing of
Embassy Diaries 2019 for Indian Bank

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Please Note: This document contains 15 pages

Part 1 - Introduction

Indian Bank proposes to print Embassy Diaries for the year 2019.

Indian Bank proposes to engage the services of a **Printer** for printing of Embassy Diaries for the Bank for which sealed tenders are being called for in 2 parts viz. **Technical Bid** and **Financial Bid**, from reputed/ established / experienced **Printers** fulfilling the criteria stipulated in the Notice Inviting Tender (NIT).

The documents may be downloaded from our website www.indianbank.in

Clarifications, if any, pertaining to this tender may be referred to Indian Bank, CO: CCD, on Telephone No. **044 – 28134457/28134746** during office hours (10.00 am -5.00 pm on week days)

Part 2 ELIGIBILITY CRITERIA FOR BIDDERS:

1. The Printer should be in the industry for not less than 3 years as on 31.03.2018.
2. The Printer should have printed diaries during the last three years and atleast one of which should be for PSU/ Bank/Government Department or reputed Company/ Private/ Corporate Sector.
3. The printer (bidding for **Embassy Diaries**) during the last 3 years should have printed diaries **each year either**
 - a) Single order of not less than R₹. 40 lakhs
Or
 - b) Two orders of not less than R₹. 28 lakhs each
Or
 - c) Three orders of not less than R₹. 20 lakhs each
4. The complete profile of the tenderer/ Printer with name, address, type (whether sole proprietor, partnership, company etc) should be submitted as per proforma given in Page 10 – 11.
5. Documentary proof for having been allotted the job of printing Diaries should be submitted as per the format given in Page No.12.
6. Audited Balance Sheet and P & L a/c for the year ending 31.03.2016, 31.03.2017 and Provisional / Audited Balance Sheet and P & L a/c for the year ending 31.03.2018 should be submitted.
7. **The tenderer should be making profit before depreciation at least for 2 years during the last 3 years.**
8. Average annual financial turnover during the last three years ending 31.03.2018 should be R₹. 2 crore and above (format given in Page No.11).
9. Solvency certificate in **original** for an amount minimum of R₹. 25 Lakhs from any Scheduled Bank obtained after 30.06.2018 should be provided.
10. All pages of the document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies, to be submitted.

Part 3 – Information relating to submission of tenders

Details of EMD	EMD (₹. 50,000/- only) for Embassy Diary. At the time of accepting the contract, the L1 bidder has to pay an amount as security deposit to the extent of 2% of the total value of the contract less the amount already paid, as EMD.
Time & Last Date of submission	Before 3.00 pm on 30.08.2018 as per the instructions in tender documents
Time & Date of opening of Technical Bid	4.00 pm on 03.09.2018
Time & Date of opening of Financial Bid	To be intimated only to the Tenderers qualifying in Technical Bid

1. Sealed Tenders are invited from Printers fulfilling the eligibility criteria stipulated in Notice Inviting Tender (NIT) to engage the services of Printers for printing of Embassy Diaries - 2019 for Indian Bank.
2. Tenders are to be in the prescribed form and the tender document shall be downloaded from our website: www.indianbank.in. The **cost of tender. ₹1,000/-(non-refundable) and EMD amount** shall be submitted along with the Technical Bid. The payment may be made by way of Demand Draft in favour of Indian Bank ₹1000/- towards cost of application and ₹. 50,000/- towards EMD.
3. Tenderers are required to submit the bid in 2 parts namely **Technical Bid and Financial Bid. The Technical Bid containing documents in support of eligibility criteria and profile of printer, DD for cost of tender, DD for EMD and Solvency certificate in original in a separate cover, are to be submitted sealed in one cover.**
4. **The Financial Bid shall be submitted in a separate sealed cover. The covers containing the Technical and Financial Bids for Embassy Diaries are to be put in a master envelope separately, wax sealed and superscribed 'Tender for printing of Embassy Diaries for Indian Bank', and addressed to the Deputy General Manager, Marketing Department, Indian Bank Corporate Office, Second Floor, C Wing, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 to be submitted before 3.00 pm on 30.08.2018**
5. **Conditional tenders, tenders received after the stipulated date and time, tenders not meeting all the tender conditions, incomplete tenders will be summarily rejected.**
6. **The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.**
7. Submission of a tender by a tenderer implies that the tenderer has read this notice and other documents and has made himself aware of the scope, specifications and duties bearing on the execution of the job.

Place: Chennai
Date: 17.08.2018

DEPUTY GENERAL MANAGER

Part 4 – General Instructions

1. This document has 15 pages.
2. The tenderer should quote the **rates and amounts in figures as well as in words**. All rates shall be quoted on the proper form of the tender only.
3. The specifications given in the bid document are meant to indicate the broad scope of work on the job of printing of Diaries and to provide uniform basis for bidding.
4. The tender shall be a lumpsum contract covering all charges / expenses as stipulated in the bid document inclusive of all taxes and other charges.
5. The tenderers (Proprietors/Partners/Directors of the firm/Company etc) shall give a list of their relatives, working with Indian Bank, if any, alongwith their designations and addresses as per the format given below. If no relative is working with Indian Bank, please indicate "NIL".

SI No.	Name of the relative	Relationship	Designation	Address	Contact Number

6. The design for advertisements and the matter to be included in the diaries will be as provided by the Bank.
7. On acceptance of the tender, the name alongwith contact numbers - telephone/mobile of the authorized representative of the Printer who would be interacting/ coordinating with the Bank shall be communicated in writing to the Bank.
8. The tender shall remain valid for a period of **90 days** from the date for acceptance .
9. It will be obligatory on the part of the Tenderer to sign on all pages of the tender documents.
10. Tenders containing inadequate information / documents are liable for rejection.
11. Eligibility shall be decided based on supporting documents/proof submitted.
12. **The Tenderer would be liable for disqualification if it is found at any stage of the bid process that misleading or false representations have been made or any relevant information are deliberately suppressed in the forms, statements and enclosures required in the Tender Document or there is record of poor performance etc.**
13. Those who are technically qualified after opening Technical Bids, will be shortlisted and their Financial Bids **only** will be opened. Tenders who do not satisfy the above conditions will not be considered.
14. **Bank reserves its right to reject any or all tenders without assigning any reason whatsoever.**
15. The tenders should strictly conform and paper sample to be enclosed as per given specifications.

16. The Bank reserves the right to verify the particulars furnished by the applicant/tenderer independently. **If any information furnished by the applicant/tenderer is found to be incorrect at a later stage, the applicant/tenderer shall be liable to be debarred from tendering/taking up any work in Indian Bank.**
17. The entire work of printing of Embassy Diaries should be made as per the preference and priority of the Bank. The entire work should be carried out in coordination with the Bank and the Bank officials should be allowed to visit the factory/printing press/units/offices to inspect/supervise/monitor the progress for speedy completion of work.
18. No advance payment will be made.
19. Payment will be made after the job is completed to the satisfaction of the Bank and after handing over of all the Embassy Diaries - 2019 to the Bank as per Bank's instructions and on receipt of bills duly acknowledged by CM (CCD)/ DGM (Marketing). PAN No. and GST Registration Number should be mentioned clearly on the bills.
20. The Printer shall co-ordinate with designers / Bank officials / transport / courier firms etc. for smooth execution of the work.
21. Income Tax and other Statutory levies, if any, will be deducted by the Bank from the bills payable.
22. Any other relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.
23. The Embassy diaries after printing and complete in every respect should be packed as per Bank's instructions and stored at the Printer's place at their cost, ready for dispatch. Bank's approved transport agency/ies will take delivery from Printer directly with acknowledgement.
24. Delayed delivery will attract penalty of 1% per day of the contract value subject to a maximum delay period of 10 days. Further delay in the delivery can render rejection of the entire quantity ordered or acceptance of the delivery will be at the sole discretion of the Bank.
25. **Paper quality should be maintained strictly as per specifications. The bank has the right to reject the entire quantity if the material supplied is not as per specifications. Bank also reserves the right to accept the consignment and levy penalty as per its discretions if the quality of the paper is not as per specification.**
26. Applicable TDS will be deducted from the bill amount.

The deliveries to our approved transport agency/ies/courier should be arranged on or before 30 days from the date of delivery of soft copies of creatives/designs by bank.

Important Instructions to applicants

The tenderers should read the following important instructions carefully before submitting the same:

- a. The tenderers should see carefully & ensure that the **complete Tender document** contains 15 pages in total.
- b. The printout of Tender Document should be taken on 'A 4' size paper only & the printer settings etc. are such that document is printed as appearing in the website & there is no change in formatting.
- c. The tenderers should ensure that **no page** in the downloaded Tender Document is **missing**.
- d. The tenderers should ensure that all pages in the downloaded Tender Document are **legible, clear** & are printed on a good quality paper.
- e. The tenderers should ensure that **every page** of the downloaded Tender Document is **signed by the tenderer with seal**.
- f. The tenderers should ensure that the downloaded Tender Document is **properly bound and sealed** before submitting the same.
- g. In case of any correction / addition / alteration / omission in the downloaded document by the tenderers, it shall be treated as non-authenticated and is not acceptable.
- h. The tenderers shall furnish a declaration to the effect that no addition / deletion / corrections have been made in the Tender Document submitted and it is identical to the Tender Document appearing on Website.
- i. All required supporting documents to be arranged and serially numbered, may be attached to the tender document
- j. The tenderers should read carefully & **sign the declaration** before submitting the Tender Document.
- k. In case of any doubt in the downloaded Tender Document, the same should be got clarified from CO: Corporate Communications Department of Indian Bank functioning at Indian Bank, Corporate Office, Second Floor, C Wing, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014, Ph No: 044 28134457/ 28134746 before submitting the Tender Document, during office hours.

LETTER OF TRANSMITTAL

To

Deputy General Manager
Indian Bank
Corporate Office
Corporate Communications Dept
Second Floor, C Wing
254 – 260, Avvai Shanmugam Salai
Royapettah, Chennai - 600 014

Sub: Tender for engaging the services of a Printer for printing of Embassy Diaries 2019 for Indian Bank.

Sir,

Having examined the details given in Website-Notice for the above work, I / We hereby submit the documents (Downloaded from the website) and other relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary and have no further pertinent information to supply.
3. I / We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporates to verify and ascertain our competence and general reputation.
4. I / We also submit prescribed declaration in respect of Tender Document.
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.

SL No	Name of Work	Certificate from

Enclosures:

Date of submission

Signature(s) of tenderer (s)
Seal of tenderer:

DECLARATION

To be given by the tenderers:

It is to certify that

1. I / We have submitted the Tender Document in the proforma as **downloaded directly from the website & there is no change in format.**
2. I / We have submitted Tender Document which **is same** as available in the website.
3. I / We have **not made any modification / corrections / additions etc** in the Tender Document downloaded from the website by me / us.
4. I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of Tender Document submitted by us are **clear & legible.**
5. I / We have **signed (with seal) all the pages** of the Tender Document before submitting the same.
6. I / We have **sealed** the Tender Document properly before submitting the same.
7. I / We have made a payment of ₹. 1,000/- towards cost of Tender document vide DD No: ----- dated ----- on ----- Bank and attached with Technical Bid.
8. I / We have made a payment of ₹. 50,000/- towards EMD for Embassy Diary 2019 vide DD No: datedon Bank and attached with Technical Bid.
9. I / We have submitted the Solvency Certificate dated _____ from _____ Bank kept in a separate sealed cover along with the Technical Bid.
10. I / We have read carefully & understood the instructions in the tender document.
11. In case at any stage later, it is found that there is difference in our downloaded Tender Document from the original, INDIAN BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us

Date:

Signature (s) of tenderer (s)

Seal

PROFILE

Name of the Printer:

Constitution

Individual/ Proprietorship/Pvt Ltd/Public Ltd

Date of Incorporation/Registration

Factory address

Office Address

Chennai office address, If any

Contact persons

Email address

Phone numbers

Mobile

Landline

Fax Numbers

PAN No

GST Regn No

Details of infrastructure/ facilities available

Manpower details

Permanent

Part time

Casual

Details of Experience in the field for the past three years – Format enclosed
(Should have printed Diaries during the last three years and at least one of which should be for PSU / Bank/ Government Dept or reputed company/ private/corporate sector).

Other important items printed so far

Commendations received/ Awards won

Please attach the following:

Copy of the Registration certificate issued by The Registrar of Companies (in case of Limited companies)/ Registrar of Firms (in case of partnership firm/Sole proprietorship)

Audited Balance Sheet and P & L a/c for the year ending 31.03.2016, 31.03.2017 and Provisional / Audited Balance Sheet and P & L a/c for the year ending 31.03.2018 should be submitted. The tenderer should be making profit before depreciation for atleast 2 years during the past 3 years.

Copies of IT returns for the past three years
Copy of PAN Card

Profit before depreciation in (Rupees in lakhs)

2015 -2016	2016 -2017	2017 -2018

Annual Business Turnover (Rupees in lakhs)

2015 -2016	2016 -2017	2017 -2018

*Solvency Certificate for an amount ₹. 25 Lakhs from any Scheduled Bank obtained after 30.06.2018 should be provided.

Name of the Issuing Bank	Date of Issue

*The Solvency Certificate should be kept in a separate cover alongwith Technical bid.

Proof of work executed for PSU/Bank/Government Department or reputed company/private/Corporate Sector.

List of Major Clients.

We declare that there is no child labour in our Organization/ Company/ Firm.

Any other information.

All pages of the tender document and the enclosures numbered serially should be duly signed with seal by the authorized signatory/ies.

Date

Signature
Seal

Format: Details of Diaries printed during the last 3 years ending 2018

Details of Diaries printed for the year 2018

Sl No	Name of Organization & Address	Contact person for reference and phone no.	Total number of diaries printed	Cost of Contract (₹.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Details of Diaries printed for the year 2017

Sl No	Name of Organization & Address	Contact person for reference and phone no	Total number of diaries printed	Cost of Contract (₹ .in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Details of Diaries printed for the year 2016

Sl No	Name of Organization & Address	Contact person for reference and phone no	Total number of Diaries printed	Cost of Contract (₹ .in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Date

Signature with seal

Part 5- Technical Bid Details

Cover I - Technical Bid

The Covers should be superscribed as follows:

“Cover I – Tender - Technical Bid – Printing of Embassy Diaries -2019 for Indian Bank”.

and addressed to the Deputy General Manager (Marketing) , Indian Bank, Corporate Communications Dept, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600014.

The Technical Bid cover - should contain the following

1. The complete profile of the tenderer/Printer with name, address, type (whether sole proprietor, partnership, company etc).
2. All pages of the tender document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies.
3. Details of the payment made towards cost of Tender ₹. 1,000/- and EMD ₹. 50,000/- for Embassy Diary.
4. Documents in support of eligibility criteria as detailed under ‘Technical Bid document’.
5. Audited Balance Sheet and P & L a/c for the year ending 31.03.2016, 31.03.2017 and Provisional/Audited Balance Sheet and P & L a/c for the year ending 31.03.2018 should be submitted. The tenderer should be making profit before depreciation at least for 2 years out of the past 3 years
6. All other documents specified in the Technical Bid document.
7. Copy of PAN card & GST No.
8. Solvency Certificate in a separate cover.

Part 6- Financial Bid Details

Cover II – Financial Bid

The Cover should be superscribed as follows:

“Cover II – Tender - Financial Bid – Printing of Embassy Diaries- 2019 for Indian Bank” and addressed to the Deputy General Manager (Marketing), Corporate Communications Dept, Indian Bank, Corporate Office, Second Floor, C Wing, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600014.

The Cover of Financial Bid should contain the following:

Sheet 1 Financial Bid for Embassy Diaries

The Total Cost quoted should be inclusive of all taxes, duties, levies, packing, forwarding & loading charges and exclusive of Transport /Courier Charges. No other costs / charges over and above the quoted amount will be paid by the Bank.

Opening of Tenders

The Technical Bid Cover I for Embassy Diaries will be opened on 03.09.2018 at 4.00 pm at the Conference Hall, Indian Bank, Corporate Office, 1st Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai – 600014.

After evaluation of the Technical Bids, the Financial Bids of the qualifying bidders **only** will be opened under prior intimation to them.

Part 7: Financial Bid Documents

FINANCIAL BID SHEET

Embassy Diaries 2018 HBA (Size 21.2x16 cm) Specifications

Size	21.2 x 16 cm
Paper	70 GSM paper
Format	<ul style="list-style-type: none">• One day per page with Sat & Sun clubbed• 32 pages general information inclusive of Bank's information in Hindi and English• 24 Pages (12 sheets) 130 GSM imported Art paper with multicolour printing to be inserted in between the diary forms• Single colour printing on all pages• Indian Bank Logo to be printed on all date pages at the Top.• End paper with approved world map printed in multicolour.
Wrapper	<ul style="list-style-type: none">• Durobound & HBE cover special design, multi color printing with lamination• Bank's logo to be gold foil embossed
Binding	Sewing Bookmark & ribbon head band with sufficient length
Cover	<ul style="list-style-type: none">• Individual White Carton Box
Packing*	<ul style="list-style-type: none">• 50 each in a box.• Packing should be worthy of dispatch to outstations.
Quantity	<ul style="list-style-type: none">• 100000 Nos.

- Each diary should be packed in individual white carton box. 50 Embassy Diaries should be packed per lot all worthy of dispatch throughout India intact and safely. Typed addresses should be pasted on four sides of the packing material. Arrangements should be made for loading on to the lorries/vans/other transport as per the list to be given by the Bank.

Quotation:

Type of Diary	Quantity	Rate Per Diary (₹.)	Total cost (inclusive of taxes, Duties, levies, packing and forwarding, loading charges and other charges excluding Transportation/Courier charges). (₹)
Embassy Diary	100000		

For additional four pages of general information inclusive of Bank's information in Hindi and English :

The text for printing in the diaries will be given to the selected printer (Soft copy and Hard copy in word format).

I / We accept the terms and conditions detailed in the tender document and agree to abide by them.

Date

Signature

Seal