

 इंडियन बैंक Indian Bank	इंडियन बैंक / Indian Bank नं. 66, राजाजी सालै / No 66, Rajaji Salai चेन्नै / CHENNAI – 600001 फोन / Phone: 044-25220550 & 25220250 फैक्स / FAX : 25210060 ई - मेल / Email: hostationery@indianbank.co.in	
	प्र.का. : लेखन सामग्री विभाग HO: STATIONERY DEPARTMENT	
ENQUIRY NO:43/18-19	DATE :17.09.2018	DUE DATE : 25.09.2018
Stationery Item : Savings Bank Pass Book		
Code NO : 11 – 104		
Quantity : 8,00,000 Nos		

NOTICE OF INVITATION TO TENDER

We invite quotation for printing and supplying of the above mentioned stationery item from eligible printers in stated quantity as per specifications and conditions as per eligibility norms:

(Indian Bank empanelled printers also, have to submit their pre qualification documents. If not enclosed, the tender will not be considered)

Part – I. Technical Bid:-

- ❖ Be a panel printer in atleast Two PSU/ Bank (mandatory) (Proof to be enclosed)
- ❖ Availability of adequate Infrastructure / Machineries to execute the Jobs, (List to be enclosed)
- ❖ Minimum Five years of printing experience as on 31.03.2018 (Proof to be enclosed)
- ❖ The applicant should not have incurred loss in the preceding three financial years (i.e) 31.03.2018, 31.03.2017, 31.03.2016 (Audited Balance sheet for the year ending 31.03.2016, 31.03.2017, 31.03.2018 should be submitted. In case if ABS of 31.03.2018 is not ready, provisional Balance sheet certified by auditor must be submitted).
- ❖ Rates and amounts of items shall not appear anywhere in this Part – I of technical bid.
- ❖ The bid should be sealed in one cover, superscribed "Part I - Quotation for printing and supplying of **Savings Bank Pass Book** as per requirements.

Part - II. Price Bid:-

- ❖ This should contain only rates in Indian Rupees in figures and words and should be sealed in a separate cover, superscribed "Part II - Quotation for printing and supply of **Savings Bank Pass Book**.
- ❖ Your quotation should strictly conform to the specifications laid down hereunder
- ❖ No other enclosure is permitted in Part II.
- ❖ The price bid of only those bidders, who are declared technically qualified, would be opened on the date and time to be communicated by the Bank.
- ❖ Technical Bid and Price Bid in separate sealed covers, will further be sealed in another envelope addressed to **The Asst. General Manager (P&E), Indian Bank, Corporate Office, Expenditure Dept, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600014** superscribed as "Quotation for printing and supply of Savings Bank Pass Book and delivered by 03.30 PM ON THE DUE DATE (25.09.2018). The quotations will be opened on the next working day at 11.00 am at the above address.
- ❖ The specimen of the stationery item may be inspected at the department during office hours.
- ❖ Ensure that your quotation is properly worked out and presented. Any request for revision of rates or cancellation of the order subsequently will not be entertained.



- ❖ Furnish Breakup like **Material cost, Process Cost, Conversion Cost, Packing & transporting Charges** etc. in your quotation. **PLEASE NOTE THAT QUOTATIONS WITH BREAK-UP OF COST AS PER GIVEN FORMATS ONLY WILL BE ACCEPTED.**
- ❖ **Please quote your rate as Base Price + applicable taxes** (No additional charges / taxes will be paid for any reason)
- ❖ The stationery items after printing and complete in every respect should be delivered to the office/s as mentioned hereunder.
- ❖ The Stationery items should be delivered before the date mentioned in our purchase/printing order.
- ❖ Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality.
- ❖ 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
- ❖ The bank reserves the right to split the order, in case of necessity, at its sole discretion, at L1 rates to the other bidders in the tender process

SPECIFICATIONS:

Code No: **11.104**

Item Name: **Savings Bank Pass Book**

Material Specification	Wrapper : 170 GSM JK/ BILT Text: 90 GSM Maplitho paper West Coast / TNPL as per BIS specification IS: 1848. <u>Note: Specimen Paper going to be used should be enclosed with tender.</u>
Finished Size	3 ½ x 7 ½ Inches (Open Size: 7 x 7 ½ inches)
Type of Process	Offset - Printing / Folding / Gathering / Sewing / Finishing / Packing.
No. of Color	Wrapper : 4 color CMYK – F/B and Text : 1-color Black – F/B
No. of copies	8,00,000 Nos - Artwork Will be Provided by Bank – Proof Approval by HO: Stationery Department
Type of finishing	Each 5 sheets gathered with Center Stitching with wrapper. (10 Stitch per inch)
Packing Method	Every 50 Books should be wrapped in paper Band & 100 Books should be packed in a good quality polythene cover by SHRINK method. For every 2 packets PP Mono twine Bundling should be done. A printed label should be pasted on each box.
Penalty	Penalty will be levied by the Officer-in-Charge of Ho: Stationery Department for any quality issue at the rate of 1% subject to a maximum of 5% of the value of order and for any delay in delivery at the rate of 1% on the pending value of the work per week subject to a maximum of 5%. Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality
Others	<ul style="list-style-type: none"> ➤ If there is any deviation in the specification the supply will not be accepted. ➤ Shortage / Excess will not be accepted ➤ Delivery should start within 15 days from proof approval ➤ This order may be split, in case of necessity at Bank's sole discretion, at L1 rates to other bidders of the tender process..
Delivery	Head Office Stationery – First Floor Rajai Salai Chennai -1

Yours faithfully,

CHIEF MANAGER.



PART II - PRICE BID

QUOTING PRICE FOR PRINTING AND SUPPLY OF SAVING BANK PASSBOOKS:-

To

The Asst. General Manager,
Indian Bank, Corporate Office,
Premises & Expenditure Dept,
254-260, Avvai Shanmugam Salai,
Royapettah, Chennai 600 014.

Dear Sir,

I/We have carefully read your enquiry No. _____ dt. _____ on the above subject and furnish our best competitive offer for printing and supply of 8,00,000 Saving Bank Pass Books as detailed below:-

S.NO	Description	Rs.
1	Material cost	Rs.
2	Process / Packing Cost	Rs.
3	Transporting Charges	Rs.
Base rate A - Total		Rs.
4	GST	
	a) SGST - %	Rs.
	b) CGST - %	Rs.
	c) IGST - %	Rs.
B - Total		Rs.
C= (A+B) Grand Total		Rs.

Note: please note that the rate quoted is Base Price + applicable taxes

Place:
Date:

Signature of authorised signatory
with seal

