 <div>इंडियन बैंक Indian Bank</div>	<div>इंडियन बैंक / Indian Bank</div> <div>नं. 66, राजाजी सालै / No 66, Rajaji Salai</div> <div>चेन्नै / CHENNAI – 600001</div> <div>फ़ोन / Phone: 044-25220550 &amp; 25220250</div> <div>फ़ैक्स / FAX : 25210060</div> <div>ई - मेल / Email: <a href="mailto:hostationery@indianbank.co.in">hostationery@indianbank.co.in</a></div>	
प्र.का. : लेखन सामग्री विभाग HO: STATIONERY DEPARTMENT		
ENQUIRY NO: 01/19-20	DATE : 15.04.2019	DUE DATE : 09.05.2019
Various Stationery Items as per Annexure A / B Estimated Cost of all items: Rs. 61.50 lakhs excl. GST		

#### NOTICE OF INVITATION TO TENDER

Indian Bank, Corporate Office Stationery Department, Chennai invites sealed quotations from reputed printers in 2 Bid System (Technical BID & Financial BID) for printing and supply of standard stationery items as per list appended below and as per specifications / terms & conditions (including packing & forwarding).

#### Part – I. Technical Bid:-

##### Eligibility Criteria:

- ❖ Printers having experience of doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions having Average Annual turnover of Rs. 363 lakh p.a. during last three financial years (upto 31<sup>st</sup> March 2018) should apply.
- ❖ Experience of having successfully completed any of the following similar works (various stationery items as detailed in annexure) during last three years as on 31.03.2019.
  - a. Three similar completed works each costing should not be less than 40% of estimated cost of proposed single big order.
  - b. Two similar completed works each cost should not be less than 50% of estimated cost of proposed single big order.
  - c. One similar completed work cost not less than 80% of estimated cost of proposed single big order.
- ❖ Copy of audited Balance Sheet for the last three financial years (2017-18, 2016-17 and 2015-16), Income Tax and other Tax Returns should be enclosed with Technical Bid.
- ❖ EMD for **Rs. 61,500** in the form of DD payable at Chennai in favour of Indian Bank **should be deposited with Technical Bid**. No interest shall be paid on this EMD. The Security Deposit, either in whole or in part thereof, shall be forfeited in the event of the Vendor's failure to observe any terms of this Contract / or non-compliance with the conditions of the Contract. Earnest money will be refunded after successful execution of work order.
- ❖ 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 **Various Stationery Items** as per requirements.
- ❖ All desired information in **Part I (Technical Bid)** should be filled in invariably. No column should be left blank, if nothing to mention in particular column, please write "NOT APPLICABLE".

## **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 ‘**Various Stationery Items**’.
- ❖ Your quotation should strictly conform to the specifications (**Annexure A**) laid down hereunder
- ❖ No other enclosure is permitted in Part II.
- ❖ 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 ‘Various Stationery Items’ and delivered before 03.30 PM ON THE DUE DATE. Technical Bid will be opened on the same working day at 4.00 pm at Corporate Office, Royapettah.

Any corrigendum will be issued only on Bank’s Website. Tenderers are requested to visit our Bank’s website regularly in their own interest before submission of tender.

### **Declaration by the Tenderer:**

**I/We have seen the specimen/specifications as required by the bank in original at Stationery Department, 66, Rajaji Salai, Royapettah, Chennai-1 in person/duly authorized person and after complete understanding I/We have quoted the rates. I/We agree to adhere to the terms and conditions of the tender set out by the Bank in totality.**

Specimen of the items to be printed is available for inspection at the following address on any working day between 10 AM to 5 PM from Monday to Saturday at Indian Bank, Stationery Department, 1<sup>st</sup> floor, No. 66-Rajaji Salai, Chennai -1.

### **Other Terms and Conditions:**

1. MSME Registration is optional.
2. Those who want to avail MSME benefits, have to submit evidence for having registration with DIC/concerned authorities with tender, failing which it may render ineligible in availing MSME benefits.
3. Vendor should have adequate infrastructure of their own as per point No. 4 of Technical Bid.
4. **Paper samples (As per specification) must be enclosed along with Technical BID otherwise tender will not be entertained.**
5. Tender will be rejected if paper quality is found inferior than the specifications.
6. Printers who will be awarded the work have also to ensure to get approval of the paper quality and proof as per specimen and specification from the Bank. If at the time of supply, the paper quality is found inferior, entire lot of printed stationery will be rejected at the suppliers cost.
7. **Paper quality will be checked by the Bank through Govt. Lab/Reputed Pvt Lab. The cost of testing shall be borne by the tenderer.**

8. Financial bids will be opened only of those tenderers whose tender will be found technically eligible in technical evaluation by Bank. The date & time of opening of financial bid shall be informed to eligible bidders separately.
9. 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.
10. PLEASE NOTE THAT QUOTATIONS WITH BREAK-UP OF COST AS PER GIVEN FORMATS ONLY WILL BE ACCEPTED. Quotations other than the given format will be rejected.
11. **Total cost of each item should be given in financial bid. Any deviation in the quotation will be rejected.** The rates quoted in tender must be inclusive of all types of incidental charges, *designing*, printing, packing, *transportation* etc. No additional charges will be paid for any reason.
12. Rates so quoted will be valid for -3- months from the date of opening of Financial BID.
13. The stationery items after printing and complete in every respect should be delivered to the office/s as mentioned hereunder.
14. *The printer is requested to supply the items as per the schedule (Annexure B) within --30-- days from the date of tender opening/Award of Work. No extension of time for supply will be given instead the order will be cancelled and will be given to the next least bidder as per discretion of Bank.*

<b>Penalty</b>	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%.
<b>Others</b>	<b>Shortage / Excess will not be accepted</b>
<b>Payment</b>	Minimum Bill Value shall be Rs. 15 lakhs and payment shall be made within 21 days after receipt of invoice.
<b>Delivery</b>	Head Office Stationery – <b>First Floor, Rajai Salai, Chennai -1</b>


15. Applicant not fulfilling any of the above conditions may not be considered.
16. The Bank will not be bound to accept the lowest tender. Also Bank reserves the right to reject all/any tender either as a whole or in part without assigning any reasons.
17. Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality.
18. The bank reserves the right to split the order, in case of necessity, at L1 rates to the other bidders (L1,L2 @ 60:40 ratio) in the tender process, if the L2 bidder is ready to supply stationery items at rates quoted by L1 Bidder. In such case the L1 bidder shall be given 60% of the total quantum of Work and remaining 40% of total quantum of work to be given to L2 at the rate of L-1. However, in case if the L-1 bidder is unable to supply the required quantity of stationery items within the time as stipulated, at any time during the course of contract period, the complete work order may be awarded to L-2 bidder at L-1 rate. This is sole discretion of the Bank.
19. In case of failure/delayed supplies the Bank is at liberty to get the same printed through other sources as its sole discretion of the Bank and the difference in cost, if any will be recoverable from the defaulting party.
20. All disputes are subject to Chennai jurisdiction only.

**CHIEF MANAGER**

### Annexure B – Delivery Schedule

S.No.	ITEM CODE	ITEMNAME	Purchase Request	Within 30 days from the date of tender opening	Before 60 days from the date of tender opening
1	11.104	SB MECHANISED PASS BOOK	350000	200000	150000
2	12.902	TDR ENVELOPE	150000	100000	50000
3	13.103	RD PASS BOOK WITH COVER	20000		20000
4	13.201	RD PASS BOOK (CARD)	20000		20000
5	14.103	CHEQUE BOOK ISSUED REGISTER	250	250	
6	14.105	CHEQUE RETURNED REGISTER	200	100	100
7	17.102	CASH BALANCE BOOK	1000	250	750
8	17.107	KEY MOVEMENT REGISTER	400	400	
9	20.237	ATM CASH BALANCE BOOK	750	500	250
10	21.102	ATTENDANCE REGISTER	500		500
11	23.110	INSURANCE REGISTER	200		200
12	23.113	EQUITABLE MORTGAGE REGISTER	250	250	
13	23.115	FUNDS BOOK	150		150
14	23.117	BRANCH DOCUMENT REGISTER	100		100
15	23.140	DOCUMENT EXECUTION REGISTER	400	200	200
16	26.111	STATIONERY REGISTER	200	200	
17	26.133	LETTERS DESPATCHED REGISTER	250	250	
18	26.137	SINGLE CREDIT	10000	5000	5000
19	26.138	SINGLE DEBIT	10000	5000	5000
20	26.141	CONTRA(COMBINED)	20000	10000	10000
21	26.145	NOTE BOOK -1 QR.	1000		1000
22	26.146	NOTEBOOK - 2QRS	750		750
23	26.161	REGISTER OF NUMBERED ITEMS	250		250
<b>Category C</b>					
1	11.111	OPENIG FORM FOR PRE CIF FULL KYC	2500	1500	1000
2	11.132	APPLICATION FOR NEFT/RTGS_PAD	3000	1500	1500
3	11.134	SERVICE REQUEST FORMS	4500	3000	1500
4	13.511	A/C OPENING FORM FOR DEPOSITS-IND/JOINT	60000	60000	
5	13.513	ADD ON(PAD)A/C OPG FORM	3000	1500	1500
6	16.203	REMITTANCES CHALLANS	500000	200000	300000
7	17.204	PAPER BAND CUM DENOMINATION SLIP	650000	300000	350000
8	17.205	COLOUR PAPER BAND CUM DEN.SLIP	250000	100000	150000
9	18.202	LOCKER OPERATION SHEET	12500	12500	
10	18.203	LOCKER LEDGER SHEET	5000	5000	
11	18.204	LOCKER AGREEMENT	25000	25000	
12	22.156	IT 15 G( FORMS)	1800	800	1000

S.No.	ITEM CODE	ITEMNAME	Purchase Request	Within 30 days from the date of tender opening	Before 60 days from the date of tender opening
13	22.157	IT 15 H (FORMS)	1800	800	1000
14	23.104	CREDIT REPORT INDIVIDUAL-PAD	1800	1000	800
15	23.134	A AND L INDIVIDUAL (PAD)	2000	1000	1000
16	23.144	D1 (PAD) - DPN (SINGLE)	750	250	500
17	23.148	D3-FORM CONTINUITY LR. (SINGLE)	15000	15000	
18	23.152	D57(FORM)- GUARANTEE	20000	10000	10000
19	23.156	D36(FORM)- MED.TERM LOAN AGREEMENT	15000		15000
20	23.163	D7(PAD)- DISPOSAL LETTER	500		500
21	23.167	D11-(FORM) ACKNOWLEDGEMENT OF DEBT	125000	50000	75000
22	23.184	D32(FORM)- DEPOSIT OF TITLE DEEDS	100		100
23	23.259	F29(PAD) APP/PLED LETTER ADV AG.DEPOSIT	500		500
24	23.266	D68(FORM)- HYPOTHE AGMT(AGRI AND ALLIED)	5000		5000
25	23.285	F-63 COVERING LR-CLEAN LOANSANDADV.....	4000	2000	2000
26	23.294	D 101 (FORM) AGREE.HYP.MOVABLES	10000		10000
27	23.300	D105(FORM) OLCC AGREEMENT	4000		4000
28	23.303	D-128 (FORM)	4000	4000	
29	23.319	F206 B GUARANTORS FORM - PAD	500		500
30	23.320	F-172(FORM) DECLARATION BY BORROWER	20000		20000
31	24.104	F120A-JEWEL LOAN APPLICATION(PAD)	2100	1100	1000
32	24.106	APPRAISER CERTIFICATE FOR JL	5200	2700	2500
33	24.107	F120B-JEWEL LOAN APPLICATION(PAD)	5000	2500	2500
34	27.202	CLAIM FORM WITH CONSENTANDVOUCHING LETTER	7000		7000
35	30.923	"ENVELOPE - MEDIUM (10.5""X4.5"")"	200000	100000	100000
36	30.924	"WINDOW ENVELOPE-10"" *4.25"""	75000	50000	25000
37	30.926	"ENVELOPE - LARGE (15""x 11"")"	15000		15000
38	30.928	CLOTHLINED COVER	20000	20000	
39	36.014	APPLN. FOR IB MAESTRO DR/CASH CARD	50000	25000	25000
40	36.015	APPLN. FOR INTERNET BANKING	25000	25000	

 <b>इंडियन बैंक</b> <b>Indian Bank</b> <b>प्र.का. : लेखन सामग्री विभाग</b> <b>HO: STATIONERY DEPARTMENT</b>	<b>इंडियन बैंक / Indian Bank</b> <b>नं. 66, राजाजी सालै / No 66, Rajaji Salai</b> <b>चेन्नै / CHENNAI – 600001</b> <b>फ़ोन / Phone: 044-25220550 &amp; 25220250</b> <b>फ़ैक्स / FAX : 25210060</b> <b>ई - मेल / Email: <a href="mailto:hostationery@indianbank.co.in">hostationery@indianbank.co.in</a></b>
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## Part I

### Technical Bid

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

#### Details of Printer:

Sl.No	Particulars	
1.	Name of the Organization with complete address and Telephone No.	
	Type of the organization (Sole Proprietorship, partnership, Pvt Ltd., Co-op Ltd., etc.)	
	Year of Establishment	
2.	Registration (firm, Co. etc.)	
	Registering Authority, Date, No. etc.	
	Average Annual Turn Over p.a. during last three years (upto 31 <sup>st</sup> March 2018)	
	1. As on 31.03.2016	
	2. As on 31.03.2017	
	3. As on 31.03.2018	
3.	Profit / Loss for last three Financial Years	
	4. As on 31.03.2016	
	5. As on 31.03.2017	
	6. As on 31.03.2018	

4.	Details of Machinery	
	No. of Offset Printing Machine with its make, size & capacity	
	No. of Automatic printing machine with its make,size & capacity	
	Whether having plate making Section in offset printing machine & if yes, its relevant particulars	
	No. of hand feed printing Machines its make,size & capacity	
	Other Details, if any	

Give details of work completed / under progress in proforma given as under:-

1. Please furnish self signed testimonials/documents in support of information furnished.
2. If any information is found false, the application will be rejected out rightly.
3. Vendor must have minimum one offset printing machine.

**List of Major works completed as per eligibility criteria during the last 3 years (As on 31.03.19)**

- a. Three similar completed works each costing should not be less than 40% of estimated cost of proposed single big order.
- b. Two similar completed works each cost should not be less than 50% of estimated cost of proposed single big order.
- c. One similar completed work cost not less than 80% of estimated cost of proposed single big order.

Sl.No.	Name of the Client	Details of Order			Actual Value of work done
		Order No. & Date	Nature of Work	Value of Order Received	

**EMD Details: Rs. 61,500/- DD No.**\_\_\_\_\_ **DD Date:**\_\_\_\_\_ **Bank**\_\_\_\_\_

Please attach self attested copy of order

Place : \_\_\_\_\_ Signature : \_\_\_\_\_  
Name &  
Date : \_\_\_\_\_ Designation : \_\_\_\_\_

Organisation : \_\_\_\_\_

Notes:-

1. **Detail should be provided in this proforma only. Please do not write “as per enclosed sheet”.**
2. If space is found to be insufficient, use additional sheet but format should be the same.
3. Do not leave any column blank.

**“All desired information in Part I (Technical Bid) should be filled in invariably. No column should be left blank If nothing to mention in particular column, please write *NOT APPLICABLE*”.**

Place:  
Date:

Signature of authorised signatory  
with seal