

 इंडियन बैंक Indian Bank प्र.का. : लेखन सामग्री विभाग HO: STATIONERY DEPARTMENT	इंडियन बैंक / Indian Bank नं. 66, राजाजी सालै / No 66, Rajaji Salai चेन्नै / CHENNAI – 600001 फ़ोन / Phone: 044-25220550 & 25220250 फैक्स / FAX : 25210060 ई - मेल / Email: hostationery@indianbank.co.in	
	ENQUIRY NO: 05/19-20	DATE : 16.11.2019
Various Stationery Items as per Annexure A / B Estimated Cost of all items: Rs. 41.85 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. 167 lakh p.a. during last three financial years (upto 31st March 2019) 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/till date.
 - a. Three similar completed works each costing (Rs. 16.74 lakhs) should not be less than 40% of estimated cost of proposed single big order.
 - b. Two similar completed works each costing (Rs.20.93 lakhs) should not be less than 50% of estimated cost of proposed single big order.
 - c. One similar completed work cost (Rs. 33.48 lakhs) not less than 80% of estimated cost of proposed single big order.
- ❖ Copy of audited Balance Sheet for the last three financial years (2018-19, 2017-18 and 2016-17), Income Tax and other Tax Returns should be enclosed with Technical Bid.
- ❖ EMD for **Rs. 42,000** 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 04.00 PM ON THE DUE DATE. Technical Bid will be opened on the same working day at 5.00 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, 1st 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. Startup recognition shall be as per Govt. norms.
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 Indian Institute of Packaging, An Autonomous body under Ministry of Commerce & Industry, Govt. of India.** Paper shall be tested for Grammage, Brightness, Opacity, Porosity, Smoothness of Paper & Board, Tear Index, Tensile Index, Bulk of Paper & Paper Board, etc.

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 lowest bidder as per discretion of Bank.*

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%.
Others	Shortage / Excess will not be accepted
Payment	Minimum Bill Value shall be Rs. 10 lakhs and payment shall be made within 21 days after receipt of invoice.
Delivery	Head Office Stationery – First Floor, Rajai Salai, Chennai -1

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. Items listed / documents shared with the vendor for printing should be kept confidential, considering the public safety and is for critical security operations of the Bank.
19. 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.
20. 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.
21. 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 award of work	Within 60 days from award of work
1	11.104	SB MECHANISED PASS BOOK	700000	300000	400000
2	12.902	TDR ENVELOPE	50000		50000
3	13.103	RD PASS BOOK WITH COVER	10000		10000
4	13.201	RD PASS BOOK (CARD)	20000		20000
5	17.102	CASH BALANCE BOOK	150		150
6	20.237	ATM CASH BALANCE BOOK	150		150
7	23.111	DRAWING POWER LIMIT REGISTER	100		100
8	23.113	EQUITABLE MORTGAGE REGISTER	100		100
9	26.141	CONTRA(COMBINED)	8000	8000	
10	26.145	NOTE BOOK -1 QR.	750	750	
11	26.146	NOTEBOOK - 2QRS	400		400
1	11.132	APPLICATION FOR NEFT/RTGS_PAD	500		500
2	13.202	DEPOSIT CUM LOAN CHALLAN	5000000	2000000	3000000
3	16.203	REMITTANCES CHALLANS	1500000	1000000	500000
4	17.204	PAPER BAND CUM DENOMINATION SLIP	150000		150000
5	17.205	COLOUR PAPER BAND CUM DEN.SLIP	125000		125000
6	23.317	F164-A (PAD) CONSENT LETTER FROM BORRO	200		200
7	24.104	F120A-JEWEL LOAN APPLICATION(PAD)	1500	1000	500
8	24.258	DA-1(PAD) NOMINATION FORM	250		250
9	27.202	CLAIM FORM WITH CONSENTANDVOUCHING LETTER	3750		3750
10	30.923	"ENVELOPE - MEDIUM (10.5""x4.5"")"	100000	50000	50000
11	30.924	"WINDOW ENVELOPE-10""*4.25"""	50000		50000
12	30.925	"ENVELOPE - BIG (13""x 6"")"	15000	15000	
13	30.926	"ENVELOPE - LARGE (15""x 11"")"	5000		5000
14	30.928	CLOTHLINED COVER	10000	10000	



प्र.का. : लेखन सामग्री विभाग
HO: STATIONERY DEPARTMENT

इंडियन बैंक / Indian Bank
नं. 66, राजाजी सालै / No 66, Rajaji Salai
चेन्नै / CHENNAI – 600001
फ़ोन / Phone: 044-25220550 & 25220250
फ़ैक्स / FAX : 25210060
ई - मेल / Email: hostationery@indianbank.co.in

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 st March 2019)	
	1. As on 31.03.2017	
	2. As on 31.03.2018	
3. As on 31.03.2019		
3.	Profit / Loss for last three Financial Years	
	4. As on 31.03.2017	
	5. As on 31.03.2018	
	6. As on 31.03.2019	

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)/till date.**

- a. Three similar completed works each costing (Rs. 16.74 lakhs) should not be less than 40% of estimated cost of proposed single big order.
- b. Two similar completed works each costing (Rs. 20.93 lakhs) should not be less than 50% of estimated cost of proposed single big order.
- c. One similar completed work cost (Rs. 33.48 lakhs) not less than 80% of estimated cost of proposed single big order.

Major Works

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. 42,000/- DD No. _____ DD Date: _____ Bank _____

Summary :

Serial No	Tender conditions	Compliance Status	
		Yes	No
1.	Work Experience Similar Work for 3 years		
2.	3 works @ 40% Bid Order (16.74 Laks)		
3.	2 works @ 50% Bid Order (20.93 Lakhs)		
4.	1 Work @ 80 % Bid Order (33.48 Lakhs)		
5.	Infrastructure for our requirements adequacy		
6.	Turnover as per Tender Conditions		

Please attach self attested copy of order

Place : _____ Signature : _____

Date : _____ Name & 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