

 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	
	ENQUIRY NO: 06/19-20	DATE : 20.02.2020
Supply of Various Registers, Books and Forms Estimated Cost of all items: Rs. 236 lakhs excl. GST Order will be split at 60:40 at L1 rates to the other bidders (L1:L2/L3)		

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 pre-printed 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. 566 lakh p.a. during last three financial years (upto 31st March 2019) may 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. 56.64 lakhs) should not be less than 40% of estimated cost of proposed single big order.
 - b. Two similar completed works each costing (Rs. 70.88 lakhs) should not be less than 50% of estimated cost of proposed single big order.
 - c. One similar completed work cost (Rs. 84.96 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. 1,42,000** 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 Registers, Books and Forms’ and delivered before 04.00 PM ON THE DUE DATE. Technical Bid will be opened on the same working day at 04.30 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. Applications 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. To meet the size, delivery requirement and to enable competition, Bank will have more than one source of supply. Accordingly, order will be split at 60:40 at L1 rates to the other bidders (L1: L2/L3 @ 60:40 ratio). This is at the sole discretion of Bank.
20. In case of failure/delayed supplies the Bank is at liberty to get the same printed through other sources at 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	Qty (Total)	Qty 60%	Qty 40%
		CAT- B			
1	11.104	SB MECHANISED PASS BOOK	1673000	1003800	669200
2	11.303	SB PAYORDER - MODIFIED	100000	60000	40000
3	12.902	TDR ENVELOPE	335000	201000	134000
4	13.103	RD PASS BOOK WITH COVER	167000	100200	66800
5	13.201	RD PASS BOOK (CARD)	167000	100200	66800
6	14.103	CHEQUE BOOK ISSUED REGISTER	550	330	220
7	14.105	CHEQUE RETURNED REGISTER	550	330	220
8	17.102	CASH BALANCE BOOK	830	498	332
9	17.107	KEY MOVEMENT REGISTER	1100	660	440
10	20.237	ATM CASH BALANCE BOOK	1100	660	440
11	21.102	ATTENDANCE REGISTER	1700	1020	680
12	23.11	INSURANCE REGISTER	275	165	110
13	23.111	DRAWING POWER LIMIT REGISTER	550	330	220
14	23.113	EQUITABLE MORTGAGE REGISTER	550	330	220
15	23.115	FUNDS BOOK	550	330	220
16	23.117	BRANCH DOCUMENT REGISTER	550	330	220
17	23.14	DOCUMENT EXECUTION REGISTER	550	330	220
18	26.111	STATIONERY REGISTER	275	165	110
19	26.131	LETTER DELIVERY BOOK	275	165	110
20	26.133	LETTERS DESPATCHED REGISTER	275	165	110
21	26.137	SINGLE CREDIT	16700	10020	6680
22	26.138	SINGLE DEBIT	16700	10020	6680
23	26.141	CONTRA(COMBINED)	33500	20100	13400
24	26.145	NOTE BOOK -1 QR.	1700	1020	680
25	26.146	NOTEBOOK - 2QRS	1700	1020	680
26	26.161	REGISTER OF NUMBERED ITEMS	550	330	220
27	27.14	COMPLAINT BOOK	275	165	110
28	27.141	RTI RPTANDDESPATCH REGISTER	275	165	110
		CAT- C			
1	11.111	OPENIG FORM FOR PRE CIF	2250	1350	900
2	11.132	APPLICATION FOR NEFT/RTGS_PAD	4500	2700	1800
3	11.134	SERVICE REQUEST FORMS	334000	200400	133600
4	13.202	DEPOSIT CUM LOAN CHALLAN	1,90,00,000	11400000	7600000
5	13.511	A/C OPENING FORM	446000	267600	178400
6	13.512	CA OPENING FORM	15000	9000	6000
7	16.203	REMITTANCES CHALLANS	3350000	2010000	1340000
8	17.204	PAPER BAND CUM DENOMINATION SLIP	2230000	1338000	892000
9	17.205	COLOUR PAPER BAND CUM DEN.SLIP	1680000	1008000	672000
10	18.202	LOCKER OPERATION SHEET	112000	67200	44800
11	18.203	LOCKER LEDGER SHEET	112000	67200	44800
12	18.204	LOCKER AGREEMENT	112000	67200	44800
13	22.156	IT 15 G(FORMS)	3400	2040	1360
14	22.157	IT 15 H (FORMS)	3400	2040	1360
15	23.104	CREDIT REPORT INDIVIDUAL-PAD	3400	2040	1360
16	23.134	A AND L INDIVIDUAL (PAD)	3400	2040	1360
17	23.163	D7(PAD)- DISPOSAL LETTER	2200	1320	880
18	23.167	D11-(FORM) ACKNOWLEDGEMENT OF DEBT	112000	67200	44800
19	23.317	F164-A (PAD) FROM BORRO	2200	1320	880
20	23.318	F 164 (PAD) FROM GUARR	1100	660	440

S.No.	ITEM CODE	ITEMNAME	Qty (Total)	Qty 60%	Qty 40%
21	23.319	F206 B GUARANTORS FORM - PAD	1100	660	440
22	24.104	F120A-JEWEL LOAN APPLICATION(PAD)	4500	2700	1800
23	24.106	APPRAISER CERTIFICATE FOR JL	4500	2700	1800
24	24.107	F120B-JEWEL LOAN APPLICATION(PAD)	4500	2700	1800
25	24.258	DA-1(PAD) NOMINATION FORM	1100	660	440
26	27.202	CLAIM FORM	28000	16800	11200
27	30.923	"ENVELOPE - MEDIUM (10.5""X4.5"")"	330000	198000	132000
28	30.924	"WINDOW ENVELOPE-10"" *4.25"""	165000	99000	66000
29	30.925	"ENVELOPE - BIG (13""x 6"")"	112000	67200	44800
30	30.928	CLOTHLINED COVER	112000	67200	44800
31	45.633	EXECUTIVE VISIT BOOK	275	165	110



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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. 56.64 lakhs) should not be less than 40% of estimated cost of proposed single big order.
- b. Two similar completed works each costing (Rs. 70.88 lakhs) should not be less than 50% of estimated cost of proposed single big order.
- c. One similar completed work cost (Rs. 87.96 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. 1,42,000/- 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 (56.64 Laks)		
3.	2 works @ 50% Bid Order (70.88 Lakhs)		
4.	1 Work @ 80 % Bid Order (84.96 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