

INDIAN BANK
Stationery Department,
Kolkata main Office
14, India Exchange Place, 1st Floor,
Kolkata – 700001

Ref No: HO/STY/2019-20/026

Dated: 15.06.2020

QUOTATION FOR PRINTING OF STATIONERY ITEMS

1. Indian Bank invites sealed bids from empanelled Category-A printers for printing and supply of Application Form for **Savings Bank Withdrawal Form**, strictly as per the specifications/ terms and conditions mentioned below on total cost basis, to be supplied to various zones as per list provided by the bank.

2. Item Name: Savings Bank Withdrawal Form (100 Lvs)

Material Specification	Wrapper : 50 GSM Kraft Paper Text: 70 JK / TNPL / WEST COAST Maplitho Paper as per BIS Specification IS: 1848. <u>Note:</u> Specimen Paper going to be used should be enclosed with tender.
Finished Size	8 x 3 5/8 Inches- 100 Sheet to one Book with wrapper.
Process	Printing / Gathering / Perforation / Pasting/ Finishing / Packing
No. of Color	Wrapper : 1 color Black– One Side Text : 2 + 1 -color Blue Tint / Black + Black – F/B
No. of copies	2,00,000 books
Type of Finishing	Perforation at Spine side on each text sheet. & Side Pinning Or Pasting to be done on each 100 Lvs.
Packing Method	Every 25 Books should be packed in a good quality polythene covered and for every 2 packets PP Mono twine Bundling should be done. A printed label should be pasted on each box.

3. Date of Submission of Bids:

LAST DATE OF SUBMISSION OF QUOTATION: 29.06.2020 BEFORE 12.00 NOON
QUOTATIONS WILL BE OPENED ON : 29.06.2020 AT 03.00 PM

4. The Tender document has been placed at the bank's website www.indianbank.in/tenders for downloading.

5. Sealed bids superscribing "**Savings Bank Withdrawal Form** with quotation number" should reach our office at the following address within the stipulated date and time:

Indian Bank
Stationery Department, Kolkata Main Office,
1st Floor, 14 India Exchange Place, Kolkata-700001.
Ph No: 033-22484082
E-mail id: ho.stationery@allahabadbank.in

6. The Bids must contain paper sample (A-4 size) , with brand name & GSM strictly written over it and the rate per pad be quoted in Rupees (upto 2 decimals), **inclusive of all costs, including paper, design, layout, printing, GST, packaging, loading & unloading charges and transportation to various zones as per list provided by the bank.**

7. The sample of stationery items to be printed may be examined at our office.

8. The proof of the Savings Bank Pay Order Book be submitted to the Bank within a period of 3 days from the date of Work Order.

9. The proof of the Savings Bank Withdrawal Form be got approved from concerned Deptt, Kolkata Main Office.

10. **Delivery of entire quantity is to be made within 30 days from the date of approval of proof and to be supplied to the Zones within the time frame.**

11. The printing and supply will be subject to the terms and conditions as laid down by the Bank.

12. Other Terms and Conditions as per Annexure- I and Disclaimer as per Annexure- II.



Assistant General Manager
Stationery Department,
Kolkata Main Office, Kolkata.

OTHER TERMS AND CONDITIONS:

- Bank reserves the right to change the dates/timings mentioned in the Quotation. Bidders should check the Bank's website regarding corrigendum, if any, before submission of bids, as the corrigendum, if any, would be placed in the Bank's website only. Bidder should refer the same before submission of the tender documents.
- Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- The bids will be opened in the presence of the bidders representatives, who choose to attend on the specified date and time.
- Non attendance of the representatives of Bidders at the bid opening date will not be a cause for disqualification of a bidder.
- The Bank, at its discretion, may waive any minor informality, nonconformity or irregularity in a Bid, which does not prejudice or affect the relative ranking of any Bidder. This shall be binding on all bidders and the Bank reserves the rights for such waivers.
- In case of any increase / decrease in the quantity of Savings Bank Withdrawal Form the rate would also vary on pro-rata basis.
- The rates should be inclusive of all costs, including paper, design, layout, printing, GST, packaging, loading & unloading charges and transportation to various zones as per list provided by the bank. The price shall be firm and binding without any escalation whatsoever.
- The bidder who has quoted the lowest rate (L-1) in the bid will be awarded the contract. If for any reason, L-1 bidder backs out to execute the order, the order may be offered to L-2 bidder, subject to its acceptance to execute the work at L-1 rate. In case, the L-2 bidder also backs out, the order may be offered to L-3 bidder, subject to its acceptance to execute the work at L-1 rate.
- After opening of quotations, if the lowest bidder backs out, then Bank may disqualify its name at its own discretion.
- It may be noted that once the work order is accepted, successful bidder will be bound to execute the same within the period specified and no request for increase in rate subsequently nor any excuse, reason for not executing the order on account of non-availability of paper will be entertained.
- Final printing be undertaken only after the final proof is approved which may even involve repeated submission of proofs. The Bank will approve the layout and design before final printing. For this, if required, it is expected that the Printer should depute its qualified staff at its own cost at the Bank's premises for capture and proof reading in order to facilitate timely and smooth completion of the printing.
- The payment of the Invoice would be subject to
 - Submission of the artwork in soft copy (open file in Coral or Illustrator format) of the printed material.
 - Submission of the relative Invoice of paper purchased.
- In case of doubt, Bank may get the paper tested, the cost of which shall be recovered from the bidder.

- If it is revealed/discovered subsequently that the paper supplies/used or printed is not in accordance to Bank's specification/ stipulated quality, such supply / lot will be rejected by the Bank at the printer's cost.
- Bank may also decide to debar / blacklist the concerned bidder for delayed supplies and the decision of the Bank will be final and binding on all concerned.
- Timely printing and dispatch, strict adherence to the prescribed time schedule is of paramount importance and hence cannot be compromised, which may please be noted for strict compliance.
- The selected printer will have to ensure completion of the job within the time as per direction of the Bank after the approval of final proof.
- The Bank will not pay any advance for execution of this job.
- The successful bidder has to submit the proof within a period of 3 days from the date of Work Order. The proof should be got approved from the concerned department before final printing.
- Delivery of items will have to be made at to various zones as per list provided by the bank.
- Bids with any conditions overriding our Terms & Conditions are liable for rejection.
- In matters regarding the quality of materials, interpretation of specifications, etc, the decision of the bank shall be final, conclusive and binding on the bidder.
- Intending bidders may examine the sample of items to be printed or may seek clarification by visiting our office.
- Indian Bank reserves the right to accept or reject, in part or full, any or all the offers without assigning any reasons whatsoever. The decision of the bank shall be final, conclusive and binding on all the parties.
- The Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Bank's action.
- Bank shall be free to carry out pre- delivery inspection. The Bidder shall make all necessary arrangement for this purpose. The Bank also reserves the right to get the printing press inspected by its own technical personnel and/ or by any other organization/ persons engaged for the purpose and the printer shall have no objection and shall cooperate and provide necessary details/ information required for such inspection.
- The entire Work Order is to be executed and delivered **within 30 days from the date of approval of proof**. The Printers who can abide by this time schedule should only participate in the Tender process.
- The Bank's decision regarding the acceptance / rejection will be final and no dispute or negotiation will be entertained in this regard.
- Bank reserves the right to cancel this invitation to offer in part or full and also the entire procurement process at any stage without assigning any reason.
- Bank may, at its own discretion, modify its requirement or cancel the tender, without assigning any reason thereof.
- Bank reserves the right to reject any quotation without assigning any reason thereof.

DISCLAIMER

This Tender document is neither an agreement nor an offer by **INDIAN BANK**. The purpose of this Tender document is to provide the Tenderer(s) with information and to assist them in formulation of their proposals ("**Tenders**"). This Tender document does not claim to contain all the information, which each Tenderer may require. Each Tenderer should, at its own costs without any right to claim reimbursement, conduct its own investigations, analysis and should check the accuracy, reliability and completeness of the information in this Tender document and wherever felt necessary obtain independent advice. **INDIAN BANK** makes no representation or warranty and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender document. The information contained in this Tender document is selective and is subject to update, expansion, revision and amendment. **INDIAN BANK** do not undertake to provide any Tenderer with access to any additional information or to update the information in this Tender document or to correct any inaccuracies if any therein, which may become apparent. **INDIAN BANK** reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this Tender document and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Tenderers or can be accessed in website of **INDIAN BANK**. Any information contained in this Tender document will be superseded by any later written information on the same subject made available/accessible to Tenderer(s) by **INDIAN BANK**. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Further, **INDIAN BANK** also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any tenderer upon the statements contained in this Tender document. **INDIAN BANK** reserves the right to reject any or all Tenders received in response to this Tender document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Tenderer might suffer due to such reason. The decision of **INDIAN BANK** shall be final, conclusive and binding on all the Tenderers/parties directly or indirectly connected with the bidding process.