

ENQUIRY NO: 01/20-21	DATE : 22.07.2020	DUE DATE : 12.08.2020
<b>Supply of Various Registers, Books and Forms</b> Estimated Cost of all items: Rs. 282 lakhs excl. GST  <b>Delivery Time Period: Strictly within 45 Days</b>		

NOTICE INVITING TENDER

Indian Bank, Corporate Office Stationery Department, Chennai invites sealed tenders 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:**

- ❖ Bidders having experience of doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions having Average Annual turnover of Rs. 1128 lakh p.a. during last three financial years (upto 31<sup>st</sup> March 2020) may apply.
- ❖ Experience of having successfully completed any of the following similar works (various stationery items such as Challans, Passbooks, Books/Registers, Debit/Credit Pads, Forms, Envelopes as detailed in annexure to any financial institution/offices ) during last three years as on 31.03.2019/till date.
  - a. Three similar completed works each costing (Rs. 112.80 lakhs) should not be less than 40% of estimated cost of proposed single big order.
  - b. Two similar completed works each costing (Rs. 141 lakhs) should not be less than 50% of estimated cost of proposed single big order.
  - c. One similar completed work cost (Rs. 225.60 lakhs) not less than 80% of estimated cost of proposed single big order.
- ❖ Copy of audited Balance Sheet for the last three financial years (2019-20, 2018-19 and 2017-18) and Income Tax Returns should be enclosed with Technical Bid. If ABS is not ready for 2019-20, provisional Balance sheet duly certified by auditor must be submitted.
- ❖ The Earnest money Deposit amounting to Rs. 2,82,000/- (Rupees Two Lakh Eighty Two Thousand Only) in the form of DD payable at Chennai in favour of Indian Bank should be deposited with Technical Bid by each bidder. It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded within 15 working days after selection of the bidder for carrying out the proposed assignment. The EMD of the successful bidder would be converted into Security Deposit and shall not carry any interest and the Security Deposit, either in whole or in part thereof, shall be forfeited in the event of the Bidder's failure to observe any terms of this Contract / or non-compliance with the

conditions of the Contract. For the successful bidder, the Security Deposit will be refunded after satisfactory completion of the work order or such extended period as may be decided by Indian Bank at its own discretion. Tenders not accompanied with EMD and those received after due date as specified above will not be considered.

- ❖ The EMD amount shall be forfeited in the event of any evasion, refusal or delay on the part of the bidders to accept the order in case his tender is accepted.
- ❖ 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 Registers, Books and Forms** 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 Registers, Books and Forms**’.
- ❖ 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 Bidder:**

I/We have seen the specimen/specifications as required by the bank in original at Indian Bank 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 along with the tender, failing which it may render ineligible in availing MSME benefits. **Bank will follow the guidelines of Public Procurement Policy/Startup recognition issued by Government of India.** (Web: msme.gov.in/startupindia.gov.in)
3. Bidder 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. Bidders 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 s 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 BID WITH BREAK-UP OF COST AS PER GIVEN FORMATS ONLY WILL BE ACCEPTED. Bid 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 Bidder is requested to supply all the items as per the schedule (Annexure B) to Zonal Stationery Depots within --45-- days from the date of 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.*

<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>	<i>No advance will be paid. Minimum Bill Value will be Rs. 50 lakhs and payment shall be made within 30 days after receipt of invoice. <b>Though the Supply is to Zonal Stationery Depots, Invoices should be raised to individual branches (approx. 3000 branches of various states) for which breakup quantities of each branches will be made available to successful bidder in advance of supply to Depots.</b></i>
<b>Delivery</b>	Zonal Stationery Depots

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 successful Bidder for printing should be kept confidential, considering the public safety and is for critical security operations of the Bank.
19. Conditional tenders / incomplete tenders will not be accepted and be summarily rejected.
20. The award of work issued to the successful bidder shall have be accepted by the bidder in writing within 7 (seven) days from the date of issue of the order. Failure to accept the order within this period will result in forfeiture of the EMD and cancellation of the award.
21. No escalation in rates on any account shall be permitted during the contract period (including any extension).
22. The bidder shall strictly confirm to the terms and conditions of the tender.
23. 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.
24. 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.
25. All disputes are subject to Chennai jurisdiction only.
26. The relationship between parties is on principal-to-principal basis. Nothing in this document shall be construed to create a association, partnership or joint venture between the Bank and the bidder or any relationship of principal and agent or master and servant or employer and employee between the parties, and the rights and obligations of the parties shall be only those expressly set forth herein. The parties shall be deemed to be independent contractors and employees of one shall not be deemed to be the employees of the other. Neither Party shall have authority to bind the other except to the extent authorized herein. The agreement is in effect only as to the specified terms and conditions herein contained.

**CHIEF MANAGER**

**Annexure B – Delivery Schedule**

S.No.	ITEM CODE	ITEMNAME	Units	Kolkata	Chennai	Mumbai	Patna	Lucknow	New Delhi
1	11.104	SB MECHANISED PASS BOOK	Nos.				640000	800000	100000
2	11.111	OPENIG FORM FOR PRE CIF FULL KYC	Pads	3000			2500	2500	2000
3	11.132	APPLICATION FOR NEFT/RTGS_PAD	Pads	3500			2500	2500	2500
4	11.134	SERVICE REQUEST FORMS	Forms	150000	75000	75000	150000	150000	100000
5	11.303	SB PAYORDER - MODIFIED	Books	125000			75000	100000	40000
6	12.902	TDR ENVELOPE	Nos.	73150	2000		40000		
7	13.103	RD PASS BOOK WITH COVER	Books	100000		50000	50000	50000	50000
8	13.201	RD PASS BOOK (CARD)	Nos.	100000		50000	50000	50000	50000
9	13.202	DEPOSIT CUM LOAN CHALLAN	Challans	8000000			7500000	7500000	7000000
10	13.511	A/C OPENING FORM	Forms	400000	25000		200000	125000	150000
11	13.512	CA OPENING FORM	Forms	15000			7500		10000
12	14.103	CHEQUE BOOK ISSUED REGISTER	Books	125		250	650		
13	14.105	CHEQUE RETURNED REGISTER	Books			150	150		
14	16.203	REMITTANCES CHALLANS	Challans	1500000			800000	800000	1000000
15	17.102	CASH BALANCE BOOK	Books	1420			780		
16	18.202	LOCKER OPERATION SHEET	Sheets	50000			50000		
17	18.203	LOCKER LEDGER SHEET	Sheets	50000			50000		
18	21.102	ATTENDANCE REGISTER	Books	250		500	1400		
19	23.167	D11- ACKNOWLEDGEMENT OF DEBT	Forms	100000		75000	75000	75000	75000
20	24.104	F120A-JEWEL LOAN APPLICATION(PAD)	Pads	2000		1000	1500	1500	1500
21	24.106	APPRAISER CERTIFICATE FOR JL	Pads	2000		1000	1500	2000	1500
22	24.107	F120B-JEWEL LOAN APPLICATION(PAD)	Pads	1500		1000	1200	1200	1000
23	24.258	DA-1(PAD) NOMINATION FORM	Pads					1000	
24	26.131	LETTER DELIVERY BOOK	Book	200			200	200	100
25	26.133	LETTERS DESPATCHED REGISTER	Book	140		600			
26	26.137	SINGLE CREDIT	Pads	1000		500	12000	12000	4000
27	26.138	SINGLE DEBIT	Pads	4000		2000	12000	12000	4000
28	26.141	CONTRA(COMBINED)	Pads	25000	200	800	15000	15000	4000
29	26.145	NOTE BOOK -1 QR.	Books	2450			900		
30	26.146	NOTEBOOK - 2QRS	Books	2450			975		
31	26.161	REGISTER OF NUMBERED ITEMS	Book	70			200		
32	27.14	COMPLAINT BOOK	Book				300		
33	30.923	"ENVELOPE - MEDIUM (10.5""X4.5"")"	Nos.	45000			120000	50000	
34	30.924	"WINDOW ENVELOPE- 10"" *4.25"""	Nos.	30000			120000	50000	

**Part I**

**Technical Bid**

The Asst. General Manager (P&E),  
 Indian Bank, Corporate Office,  
 254-260, Avvai Shanmugam Salai,  
 Royapettah, Chennai 600 014.

**Details of Bidder:**

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 2020)	
	1. As on 31.03.2018	
	2. As on 31.03.2019	
	3. As on 31.03.2020	
3.	Profit / Loss for last three Financial Years	
	4. As on 31.03.2018	
	5. As on 31.03.2019	
	6. As on 31.03.2020	
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. Bidder must have minimum one offset printing machine.

**List of Major works completed as per eligibility criteria during the last 3 years**  
**(As on 31.03.2020)/till date.**

- a. Three similar completed works each costing (Rs. 112.80 lakhs) should not be less than 40% of estimated cost of proposed single big order.
- b. Two similar completed works each costing (Rs. 141.00 lakhs) should not be less than 50% of estimated cost of proposed single big order.
- c. One similar completed work cost (Rs. 225.60 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. 2,82,000/- 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 (112.80 Laks)		
3.	2 works @ 50% Bid Order (141.00 Lakhs)		
4.	1 Work @ 80 % Bid Order (225.60 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