

Notice Inviting Tenders (NIT) in two bid system for
engaging the services of **Printer** for printing and supply of Diaries 2013 for Indian Bank

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Please Note: This document contains 17 pages

Part 1 - Introduction

Indian Bank proposes to print Investors' Diaries and Embassy Diaries 2013.

Indian Bank proposes to engage the services of a **Printer** for printing and supply of Diaries 2013 (Investors' Diary and Embassy Diary) for the Bank for which sealed tenders are being called for in 2 parts viz. Technical Bid and Financial Bid, from reputed/ established / experienced **Printers** fulfilling the criteria stipulated in the Notice Inviting Tender (NIT).

The documents may be downloaded from our website www.indianbank.in

Clarifications, if any, pertaining to this tender may be referred to Indian Bank, CO: CCD, on Telephone No. **044 - 28134457**

Part 2 ELIGIBILITY CRITERIA FOR BIDDERS:

1. The Printer should be in the industry for not less than 3 years as on 31.03.2012.
2. The Printer should have printed diaries during the last three years and atleast one of which should be for PSU/ Bank/Government Department or reputed Company/ Private/ Corporate Sector.
3. The printer bidding for **Investors' Diary** should have printed diaries for a single order **of not less than P.11.20 lakhs or two orders of not less than P. 7.00 lakhs each or three orders of not less than P.5.60 lakhs each in the last three years as on 31.03.2012.**
4. The printer bidding for **Embassy Diaries** should have printed diaries for a single order **of not less than P.32.80 lakhs or two orders of not less than P. 20.50 lakhs each or three orders of not less than P.16.40 lakhs each in the last three years as on 31.03.2012.**
5. Documentary proof for having been allotted the job of printing Diaries should be submitted as per format given in Page 12.
6. The complete profile of the tenderer/ Printer with name, address, type (whether sole proprietor, partnership, company etc) should be submitted as per proforma given in Page 10 – 12.
7. Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/Disclosures/Notes on accounts for the year ending 31.03.2010, 31.03.2011 and Provisional / Audited Balance Sheet and P & L a/c for the year ending 31.03.2012 should be submitted. The tenderer should be continuously making operating profit for the past 3 years.
8. Average annual financial turnover during the last three years ending 31.03.2012 should be atleast 5 times of the tender amount quoted by the bidder (format given in Page No.11).
9. Solvency certificate for an amount equivalent to 50% of the amount quoted by the bidder from any Scheduled Bank obtained on or after 31.3.2012 should be provided.
10. All pages of the document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies, to be submitted.

Part 3 – Information relating to submission of tenders

Details of EMD	EMD <u>(0.14000/- only)</u> for Investors' Diary. EMD <u>(0.41000/- only)</u> for Embassy Diary. At the time of accepting the contract, the L1 bidder has to pay an amount as security deposit to the extent of 2% of the total value of the contract less the amount already paid, as EMD.
Time & Last Date of submission	Before 3.00 p.m. on 03.10.2012 as per the instructions in tender documents
Time & Date of opening of Technical Bid	3.30 p.m on 03.10.2012
Time & Date of opening of Financial Bid	To be intimated only to the Tenderers qualifying in Technical Bid

1. Sealed Tenders are invited from Printers fulfilling the eligibility criteria stipulated in Notice Inviting Tender (NIT) to engage the services of a **Printer** for printing and supply of Diaries 2013 for Indian Bank.
2. Tenders are to be in the prescribed form and the tender document shall be downloaded from our website:www.indianbank.in. The **cost of tender P.1,000/-(non-refundable) and EMD amount** shall be submitted alongwith the Technical Bid. The payment may be made by way of Demand Draft in favour of Indian Bank. DD No:, dated.
3. Tenderers are required to submit the bid in 2 parts namely **Technical Bid** and **Financial Bid**. The Technical Bid containing documents in support of eligibility criteria and profile of printer are to be submitted sealed in one cover.
4. The Financial Bid shall be submitted in a separate sealed cover. The Technical and Financial Bids are to be put in a master envelope and wax sealed and superscribed 'Tender for printing and supply of Diaries for Indian Bank' and addressed to the Asst. General Manager (Premises, Expenditure & Estates), Indian Bank Corporate Office, Estate Department, First Floor, A Wing, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
5. **Conditional tenders, tenders received after the stipulated date and time, tenders not meeting all the tender conditions, incomplete tenders will be summarily rejected.**
6. The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
7. Submission of a tender by a tenderer implies that the tenderer has read this notice and other documents and has made himself aware of the scope, specifications and duties bearing on the execution of the job.

Place:Chennai
Date: 11.09.2012

ASST.GENERAL MANAGER(MCC)

Part 4 – General Instructions

1. This document has 17 pages.
2. The tenderer should quote the rates and amounts in figures as well as in words. All rates shall be quoted on the proper form of the tender only.
3. The specifications given in the bid document are meant to indicate the broad scope of work on the job of printing and supply of Diaries and to provide uniform basis for bidding.
4. The tender shall be a lumpsum contract covering all charges / expenses as stipulated in the bid document inclusive of all taxes and other charges.
5. The tenderers (Proprietors/Partners/Directors of the firm/Company etc) shall give a list of their relatives, working with Indian Bank, if any, alongwith their designations and addresses as per the format given below. If there is none, a nil statement shall be given in the same format.

Sl No.	Name of the relative	Relationship	Designation	Address	Contact Number

6. The design for advertisements and the matter to be included in the diaries will be as provided by the Bank.
7. On acceptance of the tender, the name alongwith contact numbers - telephone/mobile of the authorized representative of the Printer who would be interacting/ coordinating with the Bank shall be communicated in writing to the Bank.
8. The tender shall remain valid for acceptance for a period of **90 days** from the date of its opening.
9. It will be obligatory on the part of the Tenderer to sign on all pages of the tender documents.
10. Tenders containing inadequate information / documents are liable for rejection.
11. Eligibility shall be decided based on supporting documents/proof submitted.
12. The Tenderer would be liable for disqualification if it is found at any stage of the bid process that misleading or false representations have been made or any relevant information are deliberately suppressed in the forms, statements and enclosures required in the Tender Document or there is record of poor performance etc.
13. Those who are technically qualified after opening Technical Bids, will be shortlisted and their Financial Bids **only** will be opened. Tenders who do not satisfy the above conditions will not be considered.
14. Bank reserves its right to reject any or all tenders without assigning any reason whatsoever.
15. The tenders should strictly conform to the given specifications.

16. The Bank reserves the right to verify the particulars furnished by the applicant/tenderer independently. If any information furnished by the applicant/tenderer is found to be incorrect at a later stage, the applicant/tenderer shall be liable to be debarred from tendering/taking up any work in Indian Bank.
17. The entire work of printing and supply of Diaries 2013 (Investors' Diary and Embassy Diary) should be made as per the preference and priority of the Bank. The entire work should be carried out in coordination with the Bank and the Bank officials should be allowed to visit the factory/printing press/units/offices to inspect/supervise/monitor the progress for speedy completion of work.
18. No advance payment will be made.
19. Payment will be made after the job is completed to the satisfaction of the Bank and after handing over of all the Diaries 2013 to the Bank as per Bank's instructions and on receipt of bills duly acknowledged by CM (MCC)/ AGM (MCC). PAN No. and Service Tax Registration Number should be mentioned clearly on the bills.
20. The Printer shall co-ordinate with designers / advertisement agencies / Bank officials / transport / courier firms etc for smooth execution of the work.
21. Income Tax and other Statutory levies, if any, will be deducted by the Bank from the bills payable.
22. Any other relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.

Important Instructions to applicants:

The tenderers should read the following important instructions carefully before submitting the same:

- a. The tenderers should see carefully & ensure that the **complete Tender document** contains 17 pages in total.
- b. The printout of Tender Document should be taken on 'A 4' size paper only & the printer settings etc. are such that document is printed as appearing in the website & there is no change in formatting.
- c. The tenderers should ensure that **no page** in the downloaded Tender Document is **missing**.
- d. The tenderers should ensure that all pages in the downloaded Tender Document are **legible, clear &** are printed on a good quality paper.
- e. The tenderers should ensure that **every page** of the downloaded Tender Document is **signed by the tenderer with seal**.
- f. The tenderers should ensure that the downloaded Tender Document is **properly bound and sealed** before submitting the same.
- g. In case of any correction / addition / alteration / omission in the document by the tenderers, it shall be treated as non-authenticated and is not acceptable.
- h. The tenderers shall furnish a declaration to the effect that no addition / deletion / corrections have been made in the Tender Document submitted and it is identical to the Tender Document appearing on Website.
- i. The tenderers should read carefully & **sign the declaration** before submitting the Tender Document.
- j. In case of any doubt in the downloaded Tender Document, the same should be got clarified from CO: Corporate Communications Department of Indian Bank functioning at Indian Bank, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014, Ph No: 044 28134457 before submitting the Tender Document, during office hours.

LETTER OF TRANSMITTAL

To

Asst. General Manager (MCC)
Indian Bank
Corporate Office
Corporate Communications Dept
First Floor, C Wing
254 – 260, Avvai Shanmugam Salai
Royapettah, Chennai - 600 014

Sub: Tender for engaging the services of a Printer for printing and supply of Diaries 2013 (Investors' Diary and Embassy diary) for Indian Bank

Sir,

Having examined the details given in Website-Notice for the above work, I / We hereby submit the documents (downloaded from the website) and other relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary and have no further pertinent information to supply.
3. I / We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporates to verify and ascertain our competence and general reputation.
4. I / We also submit prescribed declaration in respect of downloaded Tender Document.
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.

SL No	Name of Work	Certificate from

Enclosures:

Date of submission

Signature(s) of tenderer (s)
Seal of tenderer:

DECLARATION

To be given by the tenderers:

It is to certify that

1. I / We have submitted the Tender Document in the proforma as **downloaded directly from the website & there is no change in format.**
2. I / We have submitted Tender Document which **is same** as available in the website.
3. I / We have **not made any modification / corrections / additions etc** in the Tender Document downloaded from the website by me / us.
4. I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of Tender Document submitted by us are **clear & legible.**
5. I / We have **signed (with seal) all the pages** of the Tender Document before submitting the same.
6. I / We have **sealed** the Tender Document properly before submitting the same.
7. I / We have made a payment of s.1000/- towards cost of Tender document vide DD No: _____ dated _____
8. I / We have made a payment of s. towards EMD vide DD No: dated
9. I / We have submitted the Solvency Certificate dated _____ from _____ Bank (Please do not mention the amount here).
10. I / We have read carefully & understood the instructions in the tender document.
11. In case at any stage later, it is found that there is difference in our downloaded Tender Document from the original, INDIAN BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us

Date:

Signature (s) of tenderer (s)

Seal

PROFILE

Name of the Printer:

Constitution

Individual/ Proprietorship/Pvt Ltd/Public Ltd

Factory address

Office Address

Chennai office address, If any

Contact persons

Email address

Phone numbers

Mobile

Landline

Fax Numbers

PAN No

Service Tax Regn No

Sales Tax Regn No

Date of Incorporation/Registration

Details of infrastructure/ facilities available

Manpower details

Permanent

Part time

Casual

Details of Experience in the field for the past three years – Format enclosed
(Should have printed Diaries during the last three years and at least one of which should be for PSU / Bank/ Government Dept or reputed company/ private/corporate sector).

Other important items printed so far

Commendations received/ Awards won

Please attach the following:

Copy of the Registration certificate issued by The Registrar of Companies (in case of Limited companies)/ Registrar of Firms (in case of partnership firm)

Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/ Disclosures/Notes on accounts for the year ending 31.03.2010, 31.03.2011 and Provisional / Audited Balance Sheet and P & L a/c for the year ending 31.03.2012 should be submitted. The tenderer should be continuously making operating profit for the past 3 years.

Copies of IT returns for the past three years

Copy of PAN Card/Certificate

Operating profit

2009 -2010	2010 -2011	2011 -2012

Annual Business Turnover

2009 -2010	2010 -2011	2011 -2012

*Solvency Certificate for an amount equivalent to 50% of the amount quoted by the bidder from any Scheduled Bank obtained on or after 31.03.2012 should be provided.

Name of the Issuing Bank	Date of Issue

*The Solvency Certificate should be kept in Cover II only.

Solvency certificate kept in Cover II	Yes	No

Proof of work executed for PSU/Bank/Government Department or reputed company/private/Corporate Sector.

All pages of the tender document and the enclosures numbered serially should be duly signed with seal by the authorized signatory/ies.

List of Major Clients.

We declare that there are no child labour in our Organization/ Company/ Firm.

Any other information.

Date

Signature

Seal

Format: Details of Diaries printed during the last 3 years ending 2012

Details of Diaries printed for the year 2012

Sl No	Name of Organization & Address	Contact person for reference and phone no.	Total number of diaries printed	Cost of Contract (s.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Details of Diaries printed for the year 2011

Sl No	Name of Organization & Address	Contact person for reference and phone no	Total number of diaries printed	Cost of Contract (s .in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Details of Diaries printed for the year 2010

Sl No	Name of Organization & Address	Contact person for reference and phone no	Total number of Diaries printed	Cost of Contract (s .in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Date

Signature with seal

Cover I - Technical Bid

Cover I should be superscribed

“Cover I – Tender - Technical Bid – Printing and Supply of Diaries 2013 (Investors’ Diary and Embassy Diary) for Indian Bank”

and addressed **to the Asst. General Manager (MCC) , Indian Bank, Corporate Communications Dept, Corporate Office, First Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600014.**

The Cover I – Technical Bid - should contain the following

1. The complete profile of the tenderer/Printer with name, address, type (whether sole proprietor, partnership, company etc).
2. All pages of the tender document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies.
3. Details of the payment made towards cost of Tender A.1,000/- and EMD A.12,000/- for Investors’ Diary and Q.33000/- for Embassy Diary.
4. Documents in support of eligibility criteria as detailed under ‘Technical Bid document’.
5. Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/Discloures/Notes on accounts for the year ending 31.03.2010, 31.03.2011 and Provisional/Audited Balance Sheet and P & L a/c for the year ending 31.03.2012.
6. All other documents specified in the Technical Bid document.
7. Copy of PAN card

Cover II – Financial Bid

Cover II should be superscribed

“Cover II – Tender - Financial Bid – Printing and supply of Diaries 2013 (Investors’ Diary and Embassy Diary) for Indian Bank”

and addressed to the **Asst. General Manager (MCC), Indian Bank, Corporate Communications Dept, Corporate Office, First Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600014.**

The Cover II – Financial Bid should contain the following:

Sheet 1 Financial Bid for Investors’ Diary

Sheet 2 Financial Bid for Embassy Diary

- The Total Cost quoted should include all the items mentioned and should be inclusive of all taxes and charges. **No other costs/charges over and above the quoted amount will be paid by the Bank.**
- Solvency certificate* for an amount equivalent to 50% of the amount quoted by the bidder from any Scheduled Bank obtained on or after 31.03.2012 should be provided.

Name of the Issuing Bank	Date of Issue

***The Solvency Certificate should be kept in Cover II only.**

Opening of Tenders

The Technical Bids – Cover I will be opened on 03.10.2012 at 3.30 pm at the office of the Asst. General Manager (Expenditure Dept) , Indian Bank, Corporate Office, 1st Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600014.

Tenders submitted without EMD or not kept in the Technical Bid cover or received after the stipulated time will be summarily rejected.

After evaluation of the Technical Bids, the Financial Bids of the qualifying bidders **only** will be opened under prior intimation to them.

Financial Bid sheet I

Specifications

Printing and Supply of Diaries 2013 for Indian Bank

1. Investors Diary 2013 HBA (Size 272 x 212 m.m) - BIG

Size	27.2 x 21.2 cm
Paper	70 GSM sunshine super printing paper
Format	<ul style="list-style-type: none">• Two days per page diary• 64 pages general information inclusive of Bank's information in Hindi and English• 24 Pages (12 sheets) 130 GSM imported Art paper with multicolour printing to be inserted in between the diary• Indian Bank Logo to be printed on all date pages at the Top and different slogans to be printed at the bottom of the date pages. Two colour printing on all pages• End paper with approved world map printed in multicolour
Wrapper	<ul style="list-style-type: none">• Durobound & HBE cover special design, multi color printing with lamination• Bank's logo to be gold foil embossed
Binding	<ul style="list-style-type: none">• Sewing Bookmark & Ribbon head band
Cover	<ul style="list-style-type: none">• Individual White Carton Box
Packing	<ul style="list-style-type: none">• 50 each in a box• Packing should be worthy of dispatch to outstations.
Quantity	<ul style="list-style-type: none">• 18000 nos

Quotation:

Type of Diary	Quantity	Rate Per Diary (A.)	Total cost (Inclusive of all taxes) (A.)*
Investors' Diary	18000		

* The Total Cost is inclusive of taxes, packing and forwarding charges and other charges. Each diary should be packed in individual white carton box. For areas in Tamil Nadu, Karnataka, Kerala, Andhra Pradesh States and Puducherry U.T., 50 diaries should be packed per cardboard box and for the other areas in the country, 50 diaries should be packed per cardboard box covered by wooden box, all worthy of dispatch to outstations. Typed addresses should be pasted on four sides of the box. Arrangements should be made for Loading on to the lorries/vans/other transport as per the list to be given by the Bank.

The text for printing in the diaries will be given to the selected printer (Soft copy and Hard copy in word format).

I / We accept the terms and conditions detailed in the tender document and agree to abide by them.

Date

Signature

Seal

Financial Bid sheet 2

2. Embassy Diary HBA (Size 212 x 160 m.m)

Size	21.2 x 16 cm
Paper	60 GSM super Elegant paper
Format	<ul style="list-style-type: none">• One day per page with Sat & Sun clubbed• 64 pages general information inclusive of Bank's information in Hindi and English• 24 Pages (12 sheets) 130 GSM imported Art paper with multicolour printing to be inserted in between the diary forms• Single colour printing on all pages• Indian Bank Logo to be printed on all date pages at the Top and different slogans to be printed at the bottom of the date pages.• End paper with approved world map printed in multicolour.
Wrapper	<ul style="list-style-type: none">• Durobound & HBE cover special design, multi color printing with lamination• Bank's logo to be gold foil embossed
Binding	Sewing Bookmark & ribbon head band with sufficient length
Cover	<ul style="list-style-type: none">• Individual White Carton Box
Packing	<ul style="list-style-type: none">• 50 each in a box.• Packing should be worthy of dispatch to outstations.
Quantity	<ul style="list-style-type: none">• Maximum 75000 Nos.

Quotation:

Type of Diary	** Quantity	Rate Per Diary (s.)	Total cost (Inclusive of all taxes) (s.)*
Embassy Diary	50000		
	60000		
	75000		

**** Please quote for 50000 Nos**
Please quote for 60000 Nos
Please quote for 75000 Nos

- The Total Cost is inclusive of taxes, packing and forwarding charges and other charges. Each diary should be packed in individual white carton box. For areas in Tamil Nadu, Karnataka, Kerala, Andhra Pradesh States and Puducherry U.T., 50 diaries should be packed per cardboard box and for the other areas in the country, 50 diaries should be packed per cardboard box covered by wooden box, all worthy of dispatch to outstations. Typed addresses should be pasted on four sides of the box. Arrangements should be made for Loading on to the lorries/vans/other transport as per the list to be given by the Bank.

The text for printing in the diaries will be given to the selected printer (Soft copy and Hard copy in word format).

I / We accept the terms and conditions detailed in the tender document and agree to abide by them.

Date

Signature

Seal

Terms and Conditions:

- The diaries after printing and complete in every respect should be packed as per Bank's instructions and stored at the Printer's place at their cost, ready for dispatch. Bank's approved transport agency/ies will take delivery from Printer directly with acknowledgement.
- The required number of diaries for Head Office as per Bank's directions should be delivered at Bank's Head Office/Corporate Office at the cost of the printer.
- Delayed delivery will attract penalty of 1% per day of the contract value subject to a maximum delay period of 10 days. Further delay in the delivery can render rejection of the entire quantity ordered or acceptance of the delivery will be at the sole discretion of the Bank.
- No advance payment will be made.
- Payment will be made by the Bank after the diaries are printed to Bank's satisfaction and after receipt of diaries at all destination centers of the Bank and on receipt of bills. PAN No. and Service Tax Registration Number should be mentioned clearly on the bills.
- Applicable TDS will be deducted from the bill amount.

0The deliveries to our approved transport agency/ies should be arranged from 01.12.2012 and completed by 05.12.2012 latest.

General Manager (IED)