



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: 112/18-19

DATE : 15.02.2019

DUE DATE : 07.03.2019

Stationery Item :

Code No. – 11.303 - Savings Bank Pay Order Book – 70,000 nos.

Code No. - 13.202 - Deposit Cum Loan Challan – 75,00,000

NOTICE OF INVITATION TO TENDER

Dear Sirs,

We invite quotation for printing and supplying of the above mentioned stationery item from eligible printers in stated quantity as per specifications and conditions:

(Indian Bank empanelled printers also, have to submit their pre qualification documents. If not enclosed, the tender will not be considered)

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 turn over of Rs. 25 lakh p.a. during last three financial years (upto 31st March 2018) should apply.
- ❖ Experience of having successfully completed any of the following similar works (said above) during last three years as on 31.01.2019.
 - a. Three similar completed works each costing should not be less than 40% of estimated cost of proposed single big order.
 - b. Two similar completed works each cost should not be less than 50% of estimated cost of proposed single big order.
 - c. One similar completed work cost not less than 80% of estimated cost of proposed single big order.
- ❖ Availability of adequate Infrastructure / Machineries to execute the Jobs, (List to be enclosed)
- ❖ Minimum Five years of printing experience as on 31.03.2018 (Proof to be enclosed)
- ❖ The applicant should not have incurred loss in the preceding three financial years (i.e) 31.03.2018, 31.03.2017, 31.03.2016 (Audited Balance sheet for the year ending 31.03.2016, 31.03.2017 and 31.03.2018 should be submitted).
- ❖ 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 Savings Bank Pay Order Book and Deposit Cum Loan Challan 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 'Savings Bank Pay Order Book and Deposit Cum Loan Challan'.
- ❖ Your quotation should strictly conform to the specifications laid down hereunder
- ❖ No other enclosure is permitted in Part II.
- ❖ The price bid of only those bidders, who are declared technically qualified, would be opened on the date and time to be communicated by the Bank.
- ❖ 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 'Savings Bank Pay Order Book and Deposit Cum Loan Challan' and delivered by 03.30 PM ON THE DUE DATE. The quotations will be opened on the same working day at 4.00 pm at the above address.

Other Terms and Conditions:

- ❖ The specimen of the stationery item may be inspected at the department during office hours.
- ❖ **Paper samples (As per specification) must be enclosed along with Technical BID otherwise tender will not be entertained.**
- ❖ Tender will be rejected if paper quality is found inferior than the specifications.
- ❖ 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.
- ❖ **Paper quality will be checked by the Bank through Govt. Lab/Reputed Pvt Lab. The cost of testing shall be borne by the tenderer.**
- ❖ 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.
- ❖ 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.
- ❖ The rates quoted in tender must be inclusive of all types of taxes, incidental charges, designing, printing, packing, transporation etc. Total cost of each item should be given in financial bid. No additional charges / taxes will be paid for any reason.
- ❖ Rates so quoted will be valid for -3- months from the date of opening of Financial BID.
- ❖ The stationery items after printing and complete in every respect should be delivered to the office/s as mentioned hereunder.
- ❖ The printer is requested to supply the items as per the schedule within --30-- days from the date of tender opening. No extension of time for supply will be given instead the order will be cancelled and will be given to the next least bidder as per discretion of Bank.



Description	Within 30 days from the date of tender opening	Before 60 days from the date of tender opening
Pay Order Book	25,000 Books	45,000
Deposit Cum Loan Challan	25,00,000	50,00,000

- ❖ Applicant not fulfilling any of the above conditions may not be considered.
- ❖ 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.
- ❖ Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality.
- ❖ The bank reserves the right to split the order, in case of necessity, at its sole discretion, at L1 rates to the other bidders (L1,L2 @ 60:40 ratio) in the tender process.

SPECIFICATIONS:

Code No: 11.303 **Item Name:** Savings Bank Pay Order Book (100 Lvs) – Modified

Material Specification	Wrapper : 50 GSM Kraft Paper Text: 70 JK / TNPL / WEST COAST Maplitho Paper as per BIS Specification IS: 1848. Note: 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 Artwork will be provided by Bank – Proof Approval by Ho: Stationery Department
No. of copies	70,000 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.

Code No: 13.202
Item name: DEPOSIT CUM LOAN CHALLAN

Material Specification	60 GSM BALLARPUR/WEST COAST//SESHASAYEE / TNPL MAPLITO PAPER as per BIS specification IS: 1848. Note: Specimen Paper going to be used should be enclosed with tender.
Finished Size	4 ¼ x 11 Inches / 100 Challans to be stapled or pasted
Type of Process	Offset - Printing / Gathering / Side Pinning / Finishing / Packing.
No. of Color	TEXT-1-color Black– F/B
No. Of Pages	Text - 2 page – Bilingual



No. of copies	Qty: 75,00,000 – Tamil / English Artwork will be Provided by Bank – Proof Approval by Ho: Stationery Department
Type of Finishing	Side Pinning or pasting to be done (The Pinning Position should be Center of the spine area) and Perforation to be done for easy tear off purpose.
Packing Method	Every 500 Challan should be wrapped with Paper Band & PP mono Twine Bundling to be done with every 2000 challans.

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%. Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality
Others	<ul style="list-style-type: none"> ➤ If there is any deviation in the specification the supply will not be accepted. ➤ Shortage / Excess will not be accepted ➤ This order may be split, in case of necessity at Bank's sole discretion, at L1 rates to other bidders (L1, L2 @ 60:40 ratio) of the tender process.
Payment	Minimum Bill Value shall be Rs. 5 lakhs and payment shall be made within 21 days after receipt of invoice.
Delivery	Head Office Stationery – First Floor Rajai Salai Chennai -1

Yours faithfully,



CHIEF MANAGER



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Stationery Item :

Code No. – 11.303 - Savings Bank Pay Order Book – 70,000 nos.

Code No. - 13.202 - Deposit Cum Loan Challan – 75,00,000

**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 2018)	
3.	Profit / Loss for last three Financial Years	
	1. As on 31.03.2016	
	2. As on 31.03.2017	
	3. As on 31.03.2018	



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 during the last 3 years (As on 31.01.19)

Sl.No.	Name of the Client	Details of Order			Actual Value of work done
		Order No. & Date	Nature of Work	Value of Order Received	

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





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PART –II

PRICE BID

The Asst. General Manager,
Indian Bank, Corporate Office,
Premises & Expenditure Dept,
254-260,Avvai Shanmugam Salai,
Royapettah, Chennai 600 014.

I/We have carefully read your enquiry No. 112 dt. _____ on the above subject and furnish our best competitive offer for printing and supply of above referred items as detailed below:-

S.NO	Item No./Description	Quantity (Books)	Base Rate in Rs. (Material, Process, Delivery, etc.)
1	Savings Bank Pay Order Book	70,000 nos.	
2	Deposit Cum Loan Challan	75,00,000	
Base Rate (A) - Total			
GST (B)			
a) SGST - %			
b) CGST - %			
(B) - Total			
C= (A+B) Grand Total			

Note:

1. All the specified items under this enquiry are considered as a single order and the rate should be comprehensive for all items. Any deviation in the quotation/quality will be rejected.
2. Tender will be awarded based on the base rate only and taxes will be paid at the applicable rates.

Place:
Date:

Signature of authorised signatory
with seal

