

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

Ref No: HO/STY/2019-20/025

Dated: 15.06.2020

QUOTATION FOR PRINTING OF STATIONERY ITEMS

1. Indian Bank invites sealed bids from empanelled Category-B printers for printing and supply of Application Form for **IB MAESTRO DR/CASH CARD/ATM CARD**, 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. APPLICATION FORM FOR IB MAESTRO DR/CASH CARD/ATM CARD.

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| Material Specification | Text: 80 GSM AZURELAID LEDGER PAPER of West Coast / Ballarpur / Madyabharat Paper as per BIS Specification IS:1848 <u>Note: Specimen Paper going to be used should be enclosed with tender.</u> |
| Finished Size | 8 ½ x 11 Inches |
| Type of Process | Offset – Printing / Folding / Finishing / Packing. |
| No. of Color | TEXT-1-color Black– F/B Soft Copy (PDF)will be provided by the bank _if required modification to be done as Per Bank Requirements Approval Ho: Stationery Department |
| No. Of Pages | Text - 4 page |
| No. of copies | 1,40,000 forms |
| Type of Finishing | Folding & finishing |
| Packing Method | Every 50 Forms to be wrapped with paper band and every 100 forms to be packed in 80 GSM Mysore Kraft paper. And printed label to be pasted on each packet. |
| Penalty | <ul style="list-style-type: none">➤ 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 |

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| | 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 ➤ Delivery should start within 21 days from proof approval. |
| Payment | Payment will be made within 15 days of receipt of invoice along with acknowledged delivery challan. |
| Delivery | To various Zones as per list provided by the Bank. |

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 01.00 PM

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

5. Sealed bids superscribing "**APPLICATION FORM FOR IB MAESTRO DR/CASH CARD/ATM CARD** with quotation number" should reach our office at the following address within the stipulated date and time:

IndianBank
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 form 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 Application Form for **APPLICATION FORM FOR IB MAESTRO DR/CASH CARD/ATM CARD** be submitted to the Bank within a period of 3 days from the date of Work Order.

9. The proof of the **APPLICATION FORM FOR IB MAESTRO DR/CASH CARD/ATM CARD** be got approved from concerned Deptt, Head Office.

10. **Delivery of entire quantity is to be made within 21 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.

ANNEXURE- I

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 **APPLICATION FORM FOR IB MAESTRO DR/CASH CARD/ATM CARD** 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.

