

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.

