

**HEAD OFFICE STATIONERY DEPT, CHENNAI – 600 001**

Krest Building, No.2, Jehangir street  
Ph No.25220250/25220550– email: [hostationery@indianbank.co.in](mailto:hostationery@indianbank.co.in)

<b>ENQUIRY NO:03/20-21</b>	<b>DATE : 02.03.2021</b>	<b>DUE DATE : 22.03.2021</b>
<b>Supply of Pre-Printed Non-Security Items</b> Estimated Cost of all items: Rs. 215 lakhs excl. GST Door Delivery to approx. 3172 newly integrated Branches – PAN India <b>Time Period: Strictly within 30 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. 860 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 (for printing of Various Bank 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 31.03.2020/till date.
  - a. Three similar completed works each costing (Rs. 86.00 lakhs) should not be less than 40% of estimated cost of proposed single big order.
  - b. Two similar completed works each costing (Rs.107.50 lakhs) should not be less than 50% of estimated cost of proposed single big order.
  - c. One similar completed work cost (Rs. 172.00 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.
- ❖ The Earnest money Deposit amounting to Rs. 2,15,000/- (Rupees Two Lakh Fifteen 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 supply of **Pre-Printed Non-Security Items** 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 ‘**Pre-Printed Non-Security Items**’.
- ❖ 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 ‘**Pre-Printed Non-Security Items**’ 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, Chennai -14.

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, 2, Jehangir Street, 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 at Indian Bank Stationery Department, No. 2 - Jehangir Street, 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 bidders 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 spearately.
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, packaging, transit insurance, door delivery charges,* 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 approx.. 3172 newly integrated Branches/offices PAN India within --30-- 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, grievance redressal 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%.
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<b>Others</b>	<b>Shortage / Excess will not be accepted</b>
<b>Payment</b>	<p><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. Vendor will have to raise the bills with following declarations/enclosures and submit to the office as advised by the bank in this regard.</i></p> <ul style="list-style-type: none"> <li>❖ Acknowledged copy of delivery challan</li> <li>❖ A copy of transport receipt.</li> </ul> <p>In case of difficulty/ delay in collecting acknowledged copy from Logistics Partner, some other physical proof of having delivered the items at branches/ offices may be submitted (like confirmation letter from Logistic partner with dispatch details, date of delivery etc/ Online Printout or confirmation from online sites of Logistic partners). However, in case of requirement by bank, Vendor will have to arrange for acknowledged delivery challan/transport receipt.</p>
<b>Door Delivery</b>	To approx. 3172 newly integrated branches – PAN India per schedule (Annexure B).

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**

## 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.	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. 86.00 lakhs) should not be less than 40% of estimated cost of proposed single big order.
- b. Two similar completed works each costing (Rs. 107.50 lakhs) should not be less than 50% of estimated cost of proposed single big order.
- c. One similar completed work cost (Rs. 172.00 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. 2,15,000/- 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 (86.00 Laks)		
3.	2 works @ 50% Bid Order (107.50 Lakhs)		
4.	1 Work @ 80 % Bid Order (172.00 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



### Annexure B – Delivery and Packaging Schedule

State/Union Territory	No. of Branches
ANDAMAN & NICOBAR ISLANDS	1
ANDHRA PRADESH	38
ARUNACHAL PRADESH	1
ASSAM	76
BIHAR	238
CHANDIGARH	6
CHHATTISGARH	49
DADRA AND NAGAR HAVELI	1
GOA	4
GUJARAT	62
HARYANA	93
HIMACHAL PRADESH	16
JAMMU & KASHMIR	9
JHARKHAND	142
KARNATAKA	57
KERALA	21
MADHYA PRADESH	202
MAHARASHTRA	127
MANIPUR	4
MEGHALAYA	2
NAGALAND	6
NCT OF DELHI	91
ODISHA	98
PUDUCHERRY	1
PUNJAB	139
RAJASTHAN	86
SIKKIM	2
TAMIL NADU	64
TELANGANA	41
TRIPURA	3
UTTAR PRADESH	931
UTTARAKHAND	41
WEST BENGAL	520

3172

**## Quantum of Door Delivery to each Branch (approx. 3172 Branches)**

S.No.	ITEM CODE	ITEMNAME	Units	Qty per Branch
1	11.104	SB MECHANISED PASS BOOK	Nos.	750
2	11.111	CIF FORM	Pads	3
3	11.132	NEFT/RTGS_PAD	Pads	3
4	11.134	SERVICE REQUEST FORMS	Forms	200
5	11.303	SB PAYORDER - MODIFIED	Books	50
6	12.902	TDR ENVELOPE	Nos.	100
7	13.201	RD PASS BOOK (CARD)	Nos.	100
8	13.202	DEPOSIT CUM LOAN CHALLAN	Challans	12,000
9	13.511	A/C OPENING FORM	Forms	150
10	16.203	REMITTANCES CHALLANS	Challans	200
11	23.167	D11-ACKNOWLEDGEMENT OF DEBT	Forms	100
12	24.104	JEWEL LOAN APPLICATION(PAD)-AGRI	Pads	500
13	24.106	APPRAISER CERTIFICATE FOR JL	Pads	5
14	24.107	F120B-JEWEL LOAN APPLICATION(PAD)	Pads	3
15	26.138	SINGLE DEBIT	Pads	5
16	26.141	CONTRA(COMBINED)	Pads	15

- ❖ **Items Securely Packed in 5 ply corrugated Boxes** should be dispatched properly and unloaded at the destination branch/offices in undamaged condition. Packing and marking of the consignments should strictly conform to the stipulations provided by the Bank from time to time. The chief objective of any packaging is to provide protection to the material from any transit and storing damage. The packaging should also ensure easy handling of the material at all transit points in dispatch, storage & unloading.
- ❖ Items received in damaged condition may not be accepted and entire cost may have to be borne by the vendor. Recurrence of such instances may render the vendor to be blacklisted apart from levy of penalty etc. in any disputes as regards quality/quantity of item/ packing material, the decision of the Bank will be final.