

ZONAL STATIONERY DEPARTMENT, MUMBAI

Shop No: 7 & 7A, CFC Building Sector -19 APMC Market Vashi -400705
Phone No. +91-91379 94923 email: mumsouth.stationery@indianbank.co.in

REF. NO : ZO MUM(S)/ PRM / 03 /24-25	DATE : 30/05/2025	LAST DATE : 19/06/2025
SUPPLY OF PRE-PRINTED NON-SECURITY STATIONERY ITEMS		
<i>Supply Time Period: Strictly within 30 Days</i>		

NOTICE INVITING TENDER

Indian Bank, Zonal Stationery Department, Mumbai invites tender from reputed Printers in 2 Bid System (Technical BID & Financial BID) for printing and supply of pre-printed stationery items as per list appended in Price Bid (Part-II) and as per specifications / terms & conditions (including packing & forwarding).

This Document Contains 9 Pages

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.12 Lakhs or more per annum during last three financial years (upto 31st March 2025) may apply.
- ❖ The bidders should have 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, etc. at any of the proposed value to Financial Institutions / Public Sector Banks) during last three years as on 31.03.2025 / till date.
 - a. Three similar completed works each costing Rs.6 Lakhs (Or)
 - b. Two similar completed works each costing Rs.7.5 Lakhs (Or)
 - c. One similar completed work cost Rs.12 Lakhs
- ❖ Copy of audited Balance Sheet (ABS) for the last three financial years (2023-24, 2022-23 and 2021-22) and Income Tax Returns should be enclosed with Technical Bid. If ABS is not ready, provisional Balance sheet duly certified by auditor must be submitted.
- ❖ The Earnest money Deposit (EMD) amounting to Rs.15,000/- (Rupees Fifteen Thousand Only) should be enclosed with the technical bid in the form of Demand Draft drawn in favour of “Indian Bank” payable in Mumbai.
- ❖ 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.
- ❖ Tenderers are required to submit the bid in 2 parts namely Technical bid and Financial bid. The Technical bid is to be submitted in sealed cover along with, necessary documents prescribed in the Bids, Forms and EMD. The Financial bid shall be submitted in a separate sealed cover. The Technical and Financial bids are to be put in a master envelope (3rd Cover) and sealed and super-scribed ‘**Tender for Supply of Pre-Printed Non-Security Stationery Items**’ and addressed to the **Zonal Manager, Indian Bank, Zonal Office Mumbai South, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400023.**
- ❖ All desired information in **Part I (Technical Bid)** should be filled in. **No column should be left blank, if nothing to mention in particular column, please write “NOT APPLICABLE”.**
- ❖ Paper samples (As per Specification in Annexure - A) to be sent in a sealed cover addressed to **The Zonal Manager, Indian Bank, Zonal Office Mumbai South, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400023** superscribed as “**ZO MUM(S)/ PRM / 03 /24-25**” and delivered before 04.00 PM ON THE DUE DATE. Technical Bid will be opened on the same working day at 05.00 pm at **Indian Bank, Zonal Office Mumbai South, 2nd Floor, 37, Mumbai Samachar Marg, Fort, Mumbai – 400023.**

Part - II. Price Bid:-

- ❖ This should contain only rates in Indian Rupees in figures and words only.
- ❖ The price bid should strictly conform to the specifications (**Annexure A**) laid down hereunder.
- ❖ No other enclosure is permitted in Part II.
- ❖ At the time fixed by Bank for opening of the tender, the Part-1 (Technical Bid) shall be opened on 19/06/2025 at 5:00 pm. Date and Time of opening of the price bid will be informed separately after evaluation of technical bid.
- ❖ **Tenders submitted without EMD will be rejected (for MSME exception, refer points 1 & 2 in Other Terms and Conditions of Tender Document).**

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.

Specimen of the items to be printed is available for inspection on any of the working days between 10 AM to 4 PM at Shop No: 7 & 7A, CFC Building Sector -19 APMC Market Vashi - 400705. The Bank/Owner is not liable for the cost incurred in the inspection and preparation of tender and submission / participation and also not liable for any other cost what so ever may be.

Other Terms and Conditions:

- MSME Registration is optional.
- 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)
- Bidder should have adequate infrastructure of their own as per point No. 4 of Technical Bid.
- Tender will be rejected if paper quality is found inferior than the specifications.
- 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 (as provided in the Annexure – A) 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 supplier cost.
- 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.**
- 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 separately.
- Ensure that your bid 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 BID WITH BREAK-UP OF COST AS PER GIVEN FORMATS ONLY WILL BE ACCEPTED. Bid other than the given format will be rejected.
- Total cost of each item should be given in financial bid. Any deviation in the bid 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.
- 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.
Shop No: 7 & 7A, CFC Building Sector -19 APMC Market Vashi -400705
- The Bidder is requested to supply all the items within 30 days from the date of Award of Work. No extension of time for supply will be provided; instead the order will be cancelled and will be given to the next lowest bidder as per discretion of Bank.*

Penalty	Penalty will be levied for any quality issue, at the rate of 1% subject to a maximum of 10% 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 10%.
Others	Shortage / Excess will not be accepted
Payment	<i>No advance will be paid.</i>

	<p><i>For every item separate invoice to be submitted. Payment shall be made within 15 days after receipt of invoice.</i> Vendor will have to raise the bills with following declarations/enclosures and submit to the office as advised by the bank in this regard.</p> <ul style="list-style-type: none"> ❖ Acknowledged copy of delivery challan ❖ A copy of transport receipt. <p>In case of difficulty/ delay in collecting acknowledged copy from Logistics Partner, some other physical proof of having delivered the items at Branch / Office 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>
Delivery	<p>Indian Bank, Zonal Stationery Office, Shop No: 7 & 7A, CFC Building Sector -19 APMC Market Vashi, Navi Mumbai -400705</p>

14. Applications not fulfilling any of the above conditions may not be considered.
15. 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.
16. Notwithstanding the penalty clause, the Bank has the right to reject the supply, in case of delay in delivery or defect in quality.
17. 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.
18. Conditional tenders / incomplete tenders will not be accepted and be summarily rejected.
19. The award of work issued to the successful bidder shall have be accepted by the bidder in writing within 5 (five) 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.
20. No escalation in rates on any account shall be permitted during the contract period (including any extension).
21. The bidder shall strictly confirm to the terms and conditions of the tender.
22. 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 at sole discretion of the Bank.
23. In case of failure/delayed supplies the Bank is at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any will be recoverable from the defaulting party.
24. Any dispute arising out of the contract will be under the jurisdiction of Courts of Law in Mumbai only.
25. The relationship between parties is on principal-to-principal basis. Nothing in this document shall be construed to create an 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.

26. **As per the Point no. 4 in Technical Bid, provide your machinery details correctly**, as Indian Bank may visit/inspect the unit at the time, execution of work. Vendor has to print the Stationery items at the locations mentioned in the technical bid. If any discrepancy is found, penalty will be levied on the printer notwithstanding that, Indian Bank may also cancel the work order at its own discretion and the work will be awarded to the L2 bidder at the L1 rates.
27. Bidder shall give an undertaking to the effect that they shall print the stationery in the Bank's approved formats only for the quantities as ordered by the Bank and the formats shall not be misused by them in any manner.
28. The offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the RFP. Bank may, at its sole discretion, waive any minor non-conformity or deviations which would not adversely or favorably affect any of the bidders. The Bank's decision regarding nature and acceptance of non-conformity will be final.

ZONAL MANAGER

Part I

TECHNICAL BID

**The Zonal Manager,
Indian Bank,
Zonal Office Mumbai South
2nd Floor, Mumbai Samachar Marg,
Fort, Mumbai – 4000 023**

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 st March 2025.	
	1. As on 31.03.2023	
	2. As on 31.03.2024	
	3. As on 31.03.2025	
3.	Profit / Loss for last three Financial Years	
	4. As on 31.03.2023	
	5. As on 31.03.2024	
	6. As on 31.03.2025	
4.	Details of Machinery	
	No. of Offset Printing Machine with its make, size & capacity with Location	

	No. of Automatic printing machine with its make, size & capacity with Location	
	Whether having plate making Section in offset printing machine & if yes, its relevant particulars	
	No. of hand feed printing Machines its make, size & capacity with Location	
	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 31.03.2025) / till date.

- a. Three similar completed work each amounting to not less than **Rs.6 Lakhs** in past 3 years.

(Or)

- b. Two similar completed work each amounting to not less than **Rs.7.5 Lakhs** in past 3 years.

(Or)

- c. One similar completed work of not less than **Rs.12 Lakhs** in past 3 years.

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.15,000/- ; Ref. No. _____ Date: _____

Summary:

Serial No	Tender conditions	Compliance Status	
		Yes	No
1.	Work Experience Similar Work for 3 years		
2.	3 work orders, each not less than ₹6 Lakhs		
3.	2 work orders, each not less than ₹7.5 Lakhs		
4.	1 work order, not less than ₹12 Lakhs		
5.	Infrastructure for our requirements adequacy		
6.	Turnover as per Tender Conditions		

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.
4. Please attach self-attested copy of order

“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 Authorized Signatory
with seal

Name & Designation:

DECLARATION

(To be submitted in the bidders Letter pad)

(TO BE GIVEN BY THE APPLICANT WHO HAVE DOWNLOADED THE TENDER DOCUMENT FROM THE WEBSITE)

It is to certify that

1. I/We have seen the specimen/specifications as required by the Bank in original at **Indian Bank, Zonal Stationery Office, Shop No: 7 & 7A, CFC Building Sector -19 APMC Market Vashi, Navi Mumbai -400705** 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.
2. I / We have submitted the Tender document in the proforma as **down-loaded directly from the website & there is no change in formatting, number of pages etc.**
3. I / We have submitted Tender document which **are same / identical** as available in the website.
4. I / We have **not made any modification / corrections / additions etc** in the Tender documents downloaded from website.
5. I / We have checked that **no page is missing & that all pages of Tender document submitted by us are clear & legible.**
6. I / We have **signed (with stamp) all the pages** of the Tender document before submitting/uploading the same.
7. I / We have **sealed** the Tender documents properly before submitting / uploading the same.
8. I/We have read carefully & understood the instructions to all the applicants & to the applicants who have down-loaded the Tender document from the web.
9. In case at any stage later, it is found that there is difference in our downloaded Tender documents from the original, BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me / us.

Dated :

**Authorized Signatory of the tenderer
Designation:**