

**Notice Inviting Tenders (NIT) in two bid system for
engaging the services of Printer for printing and supply of Corporate Calendars
and Standard Calendars 2012 for Indian Bank**

Part	Particulars	Page No
Part 1	Introduction	2
Part 2	Eligibility Criteria	3
Part 3	Information relating to submission of bids	4
Part 4	General instructions and instructions to applicants who download the Tender Document from the website www.indianbank.in	5 - 7
	Letter of Transmittal & Declaration	8 & 9
	Profile	10 -12
Part 5	Technical Bid details	13
Part 6	Financial Bid details	14
	Financial Bid Document	15 -18

Please Note: This document contains 18 pages

Part 1 - Introduction

Indian Bank proposes to print Corporate Calendars and Standard Calendars for the year 2012.

Indian Bank proposes to engage the services of a **Printer** for printing and supply of Corporate Calendars and Standard Calendars 2012 for the Bank for which sealed tenders are being called for in 2 parts viz. Technical Bid and Financial Bid, from reputed / established / experienced **Printers** fulfilling the criteria stipulated in the Notice Inviting Tender (NIT).

The documents may be downloaded from our website www.indianbank.in

Clarifications, if any, pertaining to this tender may be referred to Indian Bank, HO: CCD, on Telephone No. **044 - 28134457**

Part 2 ELIGIBILITY CRITERIA FOR BIDDERS:

1. The Printer should be in the industry for not less than 3 years as on 31.03.2011
2. The Printer should have printed Calendars during the last three years and atleast one of which should be for PSU/ Bank/Government Department or reputed company/Private/Corporate Sector for value of one work of **not less than Rs.20 lakh or two works of Rs.12.5 lakh each or three works of Rs.10 lakh each** in the last three years as on 31.03.2011.
3. Documentary proof for having been allotted the job of printing Calendars should be submitted as per the format given in Page No.12.
4. The complete profile of the tenderer/Printer with name, address, constitution (whether sole proprietor, partnership, company etc) should be submitted as per the proforma given in Page 10 – 12
5. Name of the Banker and Bank Contact Number should be provided.
6. The tenderer should have printing, binding and other related/required infrastructure and branch office/corporate office in Tamilnadu.
7. Audited Balance Sheet and P & L a/c of the tenderer for the year ending 31.03.2009, 31.03.2010 and Provisional / Audited Balance Sheet and P & L a/c for the year ending 31.03.2011 should be submitted. The tenderer should be continuously making operating profit for the past 3 years.
8. Annual business turnover should be not less than **Rs.3 crore** for the past three financial years as per the format given in page No.11.
9. Solvency certificate for an amount equivalent to 50% of the amount quoted by the bidder from any Scheduled Bank obtained on or after 31.3.2011 should be provided.
10. All pages of the document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies, to be submitted.

Part 3 – Information relating to submission of tenders

Last date of issue of tender document	30.09.2011
Details of EMD	EMD Rs.60,000 (Rupees sixty thousand only) by way of a Demand Draft/BPO drawn in favour of Indian Bank payable at Chennai
Time & Last Date of submission	Before 3.00 p.m. on 03.10.2011 as per the instructions in tender documents
Time & Date of opening of Technical Bid	4.00 p.m on 03.10.2011
Time & Date of opening of Financial Bid	To be intimated only to the Tenderers qualifying in Technical Bid

1. Sealed Tenders are invited from Printers fulfilling the eligibility criteria stipulated in Notice Inviting Tender (NIT) to engage the services of a **Printer** for printing and supply of Corporate Calendars and Standard Calendars 2012 for Indian Bank.
2. Tenders are to be in the prescribed form and the tender document shall be downloaded from our website: www.indianbank.in. DD for **Rs.1,000/- (Rupees One Thousand only) (non-refundable) towards cost of tender document** shall be submitted alongwith Technical Bid by way of **separate** crossed Demand Draft drawn in favour of Indian Bank, payable at Chennai.
3. Tenderers are required to submit the bid in 2 parts namely **Technical Bid** and **Financial Bid**. The Technical Bid containing documents in support of eligibility criteria and profile of printer are to be submitted sealed in one cover **alongwith the DD for Rs.1,000/- (Rupees one thousand only)**. The Financial Bid shall be submitted in a separate sealed cover. The Technical and Financial Bids are to be put in a master envelope and wax sealed and superscribed '**Tender for printing and supply of Calendars for Indian Bank**' and addressed to the Deputy General Manager (P&D, MCC), Indian Bank, Corporate Communications Dept, Corporate Office, Second Floor, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
4. The master envelope containing both the Technical Bid and the Financial Bid should be lodged with the office of the Deputy General Manager (Premises, Expenditure & Estates), Indian Bank Corporate Office, Estate Department, 1st Floor, A Wing, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014.
5. Tenders received without following the above procedure will be liable for rejection.
6. Conditional tenders, tenders received after the stipulated date and time, incomplete tenders will be summarily rejected. Any tender received open, after the stipulated date and time or not meeting all the tender conditions is liable to be rejected.
7. The Bank is not bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
8. Submission of a tender by a tenderer implies that the tenderer has read this notice and other documents and has made himself aware of the scope, specifications and duties bearing on the execution of the job.

Place:Chennai
Date:21.09.2011

DEPUTY GENERAL MANAGER
HO: P&D, MCC
INDIAN BANK

Part 4 – General Instructions

1. This document has 18 pages.
2. The tenderer should quote the rates and amounts in figures as well as in words. All rates shall be quoted in the proper form of the tender only.
3. The specifications given in the bid document are meant to indicate the broad scope of work on the job of printing and supply of Calendars and to provide uniform basis for bidding.
4. The tender shall be a lumpsum contract covering all charges / expenses as stipulated in the bid document inclusive of all taxes and other charges.
5. The tenderer (Proprietor/Partner/Directors of the firm/Company etc) shall give a list of their relatives, working with Indian Bank, if any, alongwith their designations and addresses. If there is none, a nil statement shall be given as per format.

SI No.	Name of the relative	Relationship	Designation	Address	Contact Number

6. The design for advertisements and the matter to be included in the Calendars will be as provided by the Bank.
7. On acceptance of the tender, the name alongwith contact numbers – Telephone/mobile of the authorized representative of the Printer who would be responsible for taking instructions from the Bank and coordinating with the Bank shall be communicated in writing to the Bank.
8. The tender shall remain valid for acceptance for a period of **90 days** from the date of its opening.
9. It will be obligatory on the part of the Tenderer to sign on all pages of the tender documents.
10. Tenders containing inadequate information / documents are liable for rejection.
11. Eligibility shall be decided based on supporting documents/proof submitted.
12. The Tenderer would be liable for disqualification if it is found at any stage of the bid process that misleading or false representations have been made or any relevant information are deliberately suppressed in the forms, statements and enclosures required in the Tender Document or there is record of poor performance etc.
13. Those who are technically qualified after opening Technical Bids, will be shortlisted and their Financial Bids **only** will be opened. Tenderers who do not satisfy the above conditions will not be considered.
14. Bank reserves its right to reject any or all Tenders without assigning any reason whatsoever.
15. The tenders should strictly conform to the given specifications.

16. The Bank reserves the right to verify the particulars furnished by the applicant/tenderer independently. If any information furnished by the applicant/tenderer is found to be incorrect at a later stage, the applicant/tenderer shall be liable to be debarred from tendering/taking up any work in Indian Bank.
17. The entire work of printing and supply of Calendars 2012 should be made as per the preference and priority of the Bank. The entire work should be carried out in coordination with the Bank and the Bank officials should be allowed to visit the factory/printing press/units/offices to inspect/supervise/monitor the progress for speedy completion of work.
18. No advance payment will be made.
19. Payment will be made after the job is completed to the complete satisfaction of the Bank and after handing over of all the Calendars 2012 to the Bank as per Bank's instructions and on receipt of bills. PAN No. and Service Tax Registration Number should be mentioned clearly on the bills.
20. The successful tenderer shall execute an indemnity bond to protect the Bank against any third party claims including Intellectual Property Right/Copyright claims or any other liabilities whatsoever in respect of any eventuality/ies during the entire process of printing and supply of calendars and subsequently as well. The Printer shall also indemnify the Bank the cost of making alternate arrangement against any failure on the part of the Printer to provide any item/service originally agreed upon as per tender document and did not provide/arrange.
21. The Printer shall co-ordinate with designers / advertisement agencies / Bank Officials / transport / courier firms etc for smooth execution of the work.
22. The Printer shall ensure that all security requirements are complied with.
23. Income Tax and other Statutory levies, if any, will be deducted by the Bank from the bills payable.
24. Any other relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.

Important Instructions to applicants who download the Tender Document from the website www.indianbank.in

The tenderers who have downloaded the Tender Document from the website, should read the following important instructions carefully before submitting the same:

- a. The tenderers should see carefully & ensure that the **complete Tender document** contains 18 pages in total.
- b. The printout of Tender Document should be taken on 'A 4' size paper only & the printer settings etc are such that the document is printed as appearing in the website & there is no change in formatting, number of pages etc.
- c. The tenderers should ensure that **no page** in the downloaded Tender Document is **missing**.
- d. The tenderers should ensure that all pages in the downloaded Tender Document are **legible, clear** & are printed on a good quality paper.
- e. The tenderers should ensure that **every page** of the downloaded Tender Document is **signed by the tenderer with seal**.
- f. The tenderers should ensure that the downloaded Tender Document is **properly bound and sealed** before submitting the same.
- g. In case of any correction / addition / alteration / omission in the document by the tenderers, it shall be treated as non-authenticated and is not acceptable.
- h. The tenderers shall furnish a declaration to the effect that no addition/ deletion / corrections have been made in the Tender Document submitted and it is identical to the Tender Document appearing on Website.
- i. The tenderers should read carefully & **sign the declaration** before submitting the Tender Document
- j. In case of any doubt in the downloaded Tender Document, the same should be got clarified from HO: Corporate Communications Department of Indian Bank functioning at Indian Bank, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014, Ph No:044 28134457 before submitting the Tender Document.

LETTER OF TRANSMITTAL

To

Deputy General Manager (P&D, MCC)
Indian Bank
Corporate Office
Corporate Communications Dept
Second Floor
254-260, Avvai Shanmugam Salai
Royapettah
Chennai – 600 014

Sub: Tender for engaging the services of a Printer for printing and supply of Corporate Calendars and Standard Calendars 2012 for Indian Bank

Sir,

Having examined the details given in Website-Notice for the above work, I / We hereby submit the documents (issued / downloaded from the website) and other relevant information.

1. I / We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / We have furnished all information and details necessary and have no further pertinent information to supply.
3. I / We also authorize Officials of Indian Bank to approach individuals, employers, firms and corporates to verify and ascertain our competence and general reputation.
4. I / We also submit prescribed declaration in respect of downloaded Tender Document (Applicable in case of application on downloaded Tender Document)
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.

SL No	Name of Work	Certificate from

Enclosures:

Seal of tenderer:
Date of submission

Signature(s) of tenderer (s)

DECLARATION

To be given by the tenderer who have downloaded the Tender Document from the website

It is to certify that

1. I / We have submitted the Tender Document in the proforma as **downloaded directly from the website & there is no change in format.**
2. I / We have submitted Tender Document which **are same** as available in the website.
3. I / We have **not made any modification / corrections / additions etc** in the Tender Document downloaded from the website by me / us.
4. I / We have checked that **no page is missing** and all pages as per the index are available & that all pages of Tender Document submitted by us are **clear & legible.**
5. I / We have **signed (with seal) all the pages** of the Tender Document before submitting the same.
6. I / We have **sealed** the Tender Document properly before submitting the same.
7. I / We have submitted the Demand Draft for Rs.1,000/- towards cost of application form. DD No. _____ Date: _____ Drawn on _____.
8. I / We have submitted the Demand Draft for Rs.60,000/- towards EMD. DD No. _____ Date: _____ Drawn on _____.
9. I / We have submitted the Solvency Certificate dated _____ from _____ Bank (Please do not mention the amount here).
10. I / We have read carefully & understood the instructions to all the tenderers & to the tenderers who have downloaded the Tender Document from the website.
11. In case at any stage later, it is found that there is difference in our downloaded Tender Document from the original, INDIAN BANK shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Date:

Signature (s) of tenderer (s)

PROFILE

Name of the Printer:

Constitution

Individual/ Proprietorship/Pvt Ltd/Public Ltd

Factory address

Office Address

Chennai office address

Contact persons

Email address

Phone numbers

Mobile

Landline

Fax Numbers

PAN No

Service Tax Regn No

Sales Tax Regn No

Date of Incorporation/Registration

Details of infrastructure/ facilities available

Manpower details

Permanent

Part time

Casual

Details of Experience in the field for the past three years - Format Enclosed
(Should have printed Calendars during the last three years and at least one of which should be for PSU / Bank/ Government Dept or reputed company/ private/corporate sector).

Other important items printed so far

Commendations received/ Awards won

Please attach the following:

Copy of the Registration certificate issued by The Registrar of Companies (in case of Limited companies)/ Registrar of Firms (in case of partnership firm)

Audited Balance Sheets and P & L a/c for the year ending 31.03.2009, 31.03.2010 and Provisional / Audited Balance Sheet and P & L a/c for the year ending 31.03.2011

Copies of IT returns for the past three years

Copy of PAN Card/Certificate

Operating profit

2008 -2009	2009 -2010	2010 -2011

Annual Business Turnover

2008 -2009	2009 -2010	2010 -2011

Solvency certificate for an amount equivalent to 50% of the amount quoted by the bidder from any Scheduled Bank obtained on or after 31.03.2011 should be provided.

Name of the Issuing Bank	Date of Issue

*The Solvency Certificate should be kept in Cover II only.

Solvency certificate kept in Cover II	Yes	No

Proof of work executed for PSU/Bank/Government Department or reputed Company/Private/Corporate Sector

All pages of the tender document and the enclosures, numbered serially, should be duly signed with seal by the authorized signatory/ies.

List of major clients

Any other information

Seal

Signature

Format: Details of Calendars printed during the last 3 years ending 2011**Details of Calendars printed for the year 2011**

Sl No	Name of Organization & address	Contact person for reference and phone no	No of pages of each calendar and total number of calendars printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Details of Calendars printed for the year 2010

Sl No	Name of Organization & address	Contact person for reference and phone no.	No of pages of each calendar and total number of calendars printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Details of Calendars printed for the year 2009

Sl No	Name of Organization & address	Contact person for reference and phone no.	No of pages of each calendar and total number of calendars printed	Cost of Contract (Rs.in lakh)	Date of Order	Printing time	Whether supplied on time	Any other information	Sample enclosed

Signature with seal

Cover I - Technical Bid

Cover I should be superscribed

“Cover I – Tender - Technical Bid – Printing and supply of Corporate Calendars and Standard Calendars 2012 for Indian Bank”

and addressed to the Deputy General Manager (P&D, MCC) , Indian Bank, Corporate Communications Dept, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.

The Cover I should contain the following

1. The complete profile of the tenderer / Printer with name, address, type (whether sole proprietor, partnership, company etc)
2. Documentary Proof of having a Regular office set up in Tamilnadu.
3. All pages of the tender document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies.
4. Demand Draft/BPO drawn in favour of Indian Bank payable at Chennai for Rs.1,000/- (Rupees one thousand only) (Non – Refundable) towards cost of tender document.
5. EMD **Rs.60,000 (Rupees Sixty thousand only)** by way of a Demand Draft/BPO drawn in favour of Indian Bank payable at Chennai.
6. Documents in support of eligibility criteria as detailed in the ‘Technical Bid document’
7. Audited Balance Sheets and P & L A/c for the year ending 31.03.2009, 31.03.2010 and Provisional / Audited Balance Sheet and P & L A/c for the year ending 31.03.2011
8. All other documents specified in the Technical Bid document.
9. Copy of PAN card

Cover II – Financial Bid

Cover II should be superscribed

“Cover II – Tender – Financial Bid – Printing and supply of Corporate Calendars and Standard Calendars 2012 for Indian Bank”

and addressed to the Deputy General Manager (P&D, MCC), Indian Bank, Corporate Communications Dept, Corporate Office, Second Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.

Cover II – Financial Bid cover should contain the following

Sheet 1 Financial Bid for Standard Calendars

Sheet 2 Financial Bid for Corporate Calendars

The cover should contain the tender document duly filled in and annexure/s if any, signed with seal by the authorized signatory/ies.

- The Total Cost quoted should be inclusive of all taxes and other charges. **No other costs / charges over and above the quoted amount will be paid by the Bank.**

*Solvency Certificate for an amount equivalent to 50% of the amount quoted by the bidder from any Scheduled Bank obtained on or after 31.03.2011 should be provided.

Name of the Issuing Bank	Date of Issue

*The Solvency Certificate should be kept in Cover II only.

Opening of Tenders

The Technical Bids – Cover I will be opened on 03.10.2011 at 4.00 pm at the office of the Deputy General Manager (Expenditure Dept), Indian Bank, Corporate Office, 1st Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.

Tenders submitted without EMD or not kept in the Technical Bid cover or received after the stipulated time will be summarily rejected.

After evaluation of the Technical Bids, the Financial Bids of the qualifying bidders **only** will be opened under prior intimation to them.

Financial Bid Sheet I

Standard Calendars 2012 specifications

Particulars	Standard Calendars 2012
No. of sheets	6
Colour	Both sides multi colour
Quantity	200000
Paper Quality	130 gsm MATT ART paper
Size	14" Width x 22" Height
Other Specification	Grey metal rimming on top 14" side, with silk hanger and one hole at the top for turning the sheets
Packing	20 calendars in each bundle (plastic cover). Packing should be worthy of dispatch to outstations

Quotation:

Type of Calendar	Quantity	Rate Per Calendar (Rs)	Total cost (Inclusive of all taxes) (Rs)*
Standard Calendar	200000		

* The Total Cost is inclusive of taxes, packing and forwarding charges and other charges. 20 calendars should be rolled and packed as one bundle in plastic cover. For southern region, 15 bundles (each containing 20 calendars) should be packed per cardboard box and for northern region, 15 bundles (each containing 20 calendars) should be packed per cardboard box covered by wooden box, all worthy of dispatch to outstations. Typed addresses should be pasted on four sides of each box. Arrangements should be made for Loading on to the lorries/vans/other transport as per the list to be given by the Bank.

I / We accept the terms and conditions detailed in the tender document and agree to abide by them.

Financial Bid Sheet II

Corporate Calendars 2012 specifications

Option I

Particulars	Corporate Calendars 2012
No of sheets	6
Colour	Both sides multi colour
Quantity	100000 copies
Paper Quality	135 GSM, Foreign Art Paper, Glazed
Size	14" Width x 22" Height
Other Specifications	Metal rimming on top, with silk hanger and one hole at the top for turning the sheets
Packing	20 calendars in each bundle (plastic cover). Packing should be worthy of dispatch to outstations

Quotation: Option I

Type of Calendar	Quantity	Rate Per Calendar (Rs)	Total cost (Inclusive of all taxes) (Rs)*
Corporate Calendar	100000		

* The Total Cost is inclusive of taxes, packing and forwarding charges and other charges. 20 calendars should be rolled and packed as one bundle in plastic cover. For southern region, 15 bundles (each containing 20 calendars) should be packed per cardboard box and for northern region, 15 bundles (each containing 20 calendars) should be packed per cardboard box covered by wooden box, all worthy of dispatch to outstations. Typed addresses should be pasted on four sides of each box. Arrangements should be made for Loading on to the lorries/vans/other transport as per the list to be given by the Bank.

I / We accept the terms and conditions detailed in the tender document and agree to abide by them.

Financial Bid Sheet II

Option II

Particulars	Corporate Calendars 2012
No of sheets	7*
Colour	Both sides multi colour
Quantity	100000
Paper Quality	135 GSM, Foreign Art Paper, Glazed
Size	14" Width x 22" Height
Other Specifications	Metal rimming on top, with silk hanger and one hole at the top for turning the sheets
Packing	20 calendars in each bundle (plastic cover). Packing should be worthy of dispatch to outstations

*One additional cover page sheet for description of the theme of the calendar.

Quotation: Option II

Type of Calendar	Quantity	Rate Per Calendar (Rs)	Total cost (Inclusive of all taxes) (Rs)*
Corporate Calendar	100000		

* The Total Cost is inclusive of taxes, packing and forwarding charges and other charges. 20 calendars should be rolled and packed as one bundle in plastic cover. For southern region, 15 bundles (each containing 20 calendars) should be packed per cardboard box and for northern region, 15 bundles (each containing 20 calendars) should be packed per cardboard box covered by wooden box, all worthy of dispatch to outstations. Typed addresses should be pasted on four sides of each box. Arrangements should be made for Loading on to the lorries/vans/other transport as per the list to be given by the Bank.

I / We accept the terms and conditions detailed in the tender document and agree to abide by them.

Terms and Conditions:

- The Calendars after printing and complete in every respect should be packed as per Bank's instructions and stored at the Printer's place at their cost, ready for dispatch. Bank's approved courier will take delivery from Printer directly with acknowledgement.
- The required number of Calendars for Head Office as per Bank's directions should be delivered at Bank's Head office/Corporate Office at the cost of the printer.
- The Bank reserves to itself the right to levy a penalty of 5% of the quoted cost for time overruns above 7 days.
- Delayed delivery will render rejection of the entire quantity ordered or acceptance of the delivery will be at the sole discretion of the Bank with a levy of penalty. The penalty will be 1% per day of the contract value subject to a maximum delay period of 10 days beyond which the supplies may not be accepted.
- No advance payment will be made.
- Payment will be made by the Bank after the Calendars are printed to the complete satisfaction of the Bank and after receipt of Calendars at all destination centres of the Bank and on receipt of bills. PAN No. and Service Tax Registration Number should be mentioned clearly on the bills.
- Applicable TDS will be deducted from the bill amount.
- The selected bidder should also execute an indemnity bond to protect the Bank against third party claims including Intellectual Property Right/Copyright claims or any other liabilities whatsoever in respect of any eventualities during the entire process of printing and supply of Calendars 2012 for Indian Bank and subsequently as well.

The Calendars have to reach our specified offices throughout India by 5th December 2011 latest. The deliveries to our approved couriers should be arranged from 25.11.2011 and completed by 02.12.2011 latest.

General Manager (PS/CCD)