

**Notice Inviting Tenders (NIT) in two bid system for  
engaging the services of a Chennai Printer for printing of  
Annual Report 2016-17 &  
Notice of eleventh Annual General Meeting  
for Indian Bank**

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**Please Note:** This document contains 17 pages

## Part 1 – Introduction

### **Indian Bank proposes to Print Annual Report 2016-17 & Notice of Eleventh Annual General Meeting.**

Indian Bank proposes to engage the services of a **Chennai Printer** for printing Annual Report 2016-17 and Notice of Eleventh Annual General Meeting 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](http://www.indianbank.in)

Clarifications, if any, pertaining to this tender may be referred to Indian Bank, CO: CCD, on Telephone No. **044 – 28134457** during office hours on all working days.

## **Part 2 ELIGIBILITY CRITERIA FOR BIDDERS:**

1. The Printer should be in the industry with proven/successful Track Record for not less than 5 years as on 28.02.2017.
2. The Printer should have printed diaries/annual reports/souvenirs during the last three years and at least one of which should be for PSU/ Bank/Government Department or reputed Company/ Private/ Corporate Sector.
3. Documentary proof for having been allotted the job of printing diaries/annual reports/souvenirs should be submitted as per the format given in Page No.13. TDS certificate issued by the employer of eligible work to be enclosed.
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 11 – 12
5. Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2015, 31.03.2016 and Provisional Balance Sheet and P & L a/c as on 28.02.2017 should be submitted.
6. The tenderer should be making profit before tax and depreciation at least for 2 years out of the past 3 years.
7. Average annual financial turnover during the last three years ending 28.02.2017 should be atleast Rs.90- lakhs. (format given in Page No.12).
8. Solvency certificate for an amount of Rs 3.00 lakhs from any Scheduled Bank obtained on or after 28.02.2017 should be provided.
9. 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

Details of EMD	EMD <b>(₹.1,00,000/- only)</b> One lakh only.
Time & Last Date of submission	<b>Before 3.00 p.m. on 15.03.2017</b> as per the instructions in tender documents
Time & Date of opening of Technical Bid	<b>4.00 p.m on 15.03.2017</b>
Time & Date of opening of Financial Bid	To be intimated only to the Tenderers qualified in Technical Bid.

1. Sealed Tenders are invited from Printers fulfilling the eligibility criteria stipulated in Notice Inviting Tender (NIT) for printing of **Annual Report 2016-17** and **Notice of Eleventh Annual General Meeting** 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](http://www.indianbank.in). The **cost of tender ₹.1,500/-(non-refundable)** and **EMD amount** shall be submitted alongwith the Technical Bid. The payment may be made by way of Demand Draft in favour of Indian Bank for ₹.1500/- towards cost of application and for ₹. 1,00,000/- towards EMD.
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.
4. The **Financial Bid** shall be submitted in a separate **sealed cover**. The covers containing Technical and Financial Bids are to be put in a master envelope and wax sealed and superscribed '**Tender for Printing of Annual Report 2016-17 and Notice of eleventh Annual General Meeting for Indian Bank**' and addressed to the Asst. General Manager (Corporate Communication Department), Indian Bank Corporate Office, Second Floor, A Wing, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014 to be submitted before 3 pm on 15.03.2017.
5. **Conditional tenders, tenders received after the stipulated date and time, tenders not meeting all the tender conditions, incomplete tenders will be summarily rejected.**
6. 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.
7. 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: 07.03.2017

ASSISTANT GENERAL MANAGER(CCD)

## Part 4 – General Instructions

1. This document has 17 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 of annual report 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 except service tax.
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 as per the format given below. If there is none, a nil statement shall be given in the same format.

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

6. The design for advertisements and the matter to be included in the Annual Report 2016-17 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 interacting /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 of Annual Report 2016-17 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. Payment will be made after the job is completed to the complete satisfaction of the Bank and after handing over of Annual Report 2016-17 to the Bank, or as per Bank's instructions and on receipt of bills duly acknowledged by CM (CCD)/ AGM (CCD). PAN No. and Service Tax Registration Number should be mentioned clearly on the bills.
19. The Printer shall co-ordinate with designers / advertisement agencies / Bank Officials / transport / courier firms etc for smooth execution of the work.
20. Income Tax and other Statutory levies, if any, will be deducted by the Bank from the bills payable.
21. Any other relevant information pertaining to this Tender Document shall be enclosed as Annexure/s.
22. Annual Report shall be printed in English and Hindi.
23. Adequate infrastructure along with enough manpower for all related works pertaining to printing/delivery should be made available for timely completion of the job.
24. **The printer should have all necessary infrastructures at their Chennai Office for printing the annual report at Chennai. The printer should have web- offset printing facility.**
25. The rate quoted should be inclusive of all taxes including Excise duty, if applicable and delivery charges. Service tax will be reimbursed as applicable.
26. The printer must meet the deadline for the completion of the job as required by the Bank.
27. Continuous **power supply** should be ensured for the execution of the job. This includes alternate power supply arrangement.
28. The printer should be willing to work **beyond normal working hours** if necessary to meet the deadline.
29. Copies of the printed Annual Reports should be delivered to our M/s Cameo Corporate Services Ltd, at Subramanian Building No.1, Club House Road, Chennai – 600 002 or/and our Corporate Office at, 254-260 Avvai Shanmugam Salai, Royapettah, Chennai 600 014 or at Post Office as per the instructions of our Bank at tenderer's cost.
30. A CD containing the content to be printed will be given by the Bank after the Bank's approval of content.

- 31.** The job should be completed to the satisfaction of the Bank and the entire lot of 26000 copies should be delivered within 5 days from the date of supply of the CD by the Bank.
- 32.** No advance payment will be made.
- 33.** In case, supply of Annual Report duly printed as per Bank's specifications is not made before the given date, the Bank reserves its right to levy penalty/damages for the delay at the rate of 1-5% of the value of the work order per week of delay from out of the payment due to the printer.
- 34.** If the paper quality does not conform to the standards prescribed by the Bank, the entire quantity may be rejected or the penalty will be levied according to the quality of paper used and as per the discretion of the bank.
- 35.** The printer to whom the job is entrusted will have to submit a job acceptance letter as required by the Bank.
- 36.** Bank reserves the right to inspect the work at any time during the work progress.

INDIAN BANK reserves to itself the right of accepting the whole or any part of the quotation and the participant shall be bound to perform the same at the quoted rates. The acceptance of quotations will rest with "INDIAN BANK" which does not bind itself to accept the lowest quotation and reserves to itself the authority to reject any or all of the quotations received without assigning any reason whatsoever. All quotations in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

**Asst. General Manager (CCD)**

## Important Instructions to applicants

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 17 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 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 downloaded 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 through email/ letter from Assistant General Manager, CO: 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,e-mail id:indianbankccd111@gmail.com before submitting the Tender Document.



**LETTER OF TRANSMITTAL**

To

Assistant General Manager( CCD)  
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 of Annual Report 2016-17 for Indian Bank**

Sir,

Having examined the details given in Website-Notice for the above work, I / We hereby submit the documents (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 Corporate to verify and ascertain our competence and general reputation.
4. I / We also submit prescribed declaration in respect of downloaded Tender Document.
5. I / We submit the certificates in support of our suitability & capability for having successfully completed the following works.
6. TDS Certificate issued by the employer- Please refer Page-3 Clause-3

SL No	Name of Work	Certificate from

Enclosures:

Date of submission

Signature(s) of tenderer (s)

Seal

## DECLARATION

To be given by the tenderer:

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 **is 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 made a payment of ₹.1,500/- towards cost of Tender document vide DD No: dated \_\_\_\_\_
8. I / We have made a payment of ₹1.00,000/- towards EMD for Annual Report 2016-17 vide DD No: ..... dated .....
9. I / We have submitted the Solvency Certificate dated \_\_\_\_\_ from \_\_\_\_\_ Bank .
10. I / We have read carefully & understood the instructions in the Tender Document.
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)

Seal

## PROFILE

Name of the Printer:

Constitution

Individual/ Proprietorship/Pvt Ltd/Public Ltd

Date of Incorporation/Registration

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

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 diaries/annualreport/souvenir 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).

Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2015, 31.03.2016 and Provisional /Balance Sheet and P & L a/c as on 28.02.2017 should be submitted. The tenderer should be making net profit at least for 2 years out of the past 3 years.

Copies of IT returns for the past three years

Copy of PAN Card/Certificate

Profit before tax and depreciation:

2014 -2015	2015 -2016	2016-2017

Annual Business Turnover

2014 -2015	2015 -2016	2016-2017

Solvency certificate for an amount of Rs.3.00 lakhs from any Scheduled Bank obtained on or after 28.02.2017 should be provided.

Name of the Issuing Bank	Date of Issue

\*The Solvency Certificate should be kept in a separate cover along with Technical bid.

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

We declare that there are no child labours in our Organization/ Company/ Firm

Any other information

Date

Signature

Seal of tenderer

**Format: Details of diaries/annual report/ souvenir printed during the last 3 years .**

**Details of diaries/annual report/ souvenir printed during the year 2016**

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

**Details of diaries/annual report/ souvenir printed during the year 2015**

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

**Details of diaries/annual report/ souvenir printed during the year 2014**

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

Date

Signature with seal

## **Cover I - Technical Bid**

**Cover I should be superscribed**

**“Cover I – Tender – Technical Bid – Printing of Annual Report 2016-17 and Notice of Eleventh Annual General Meeting for Indian Bank”**

and addressed to the **Assistant General Manager (CCD) , Indian Bank, Corporate Communications Dept, Corporate Office, First Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.**

### **The Cover I should contain the following**

- The complete profile of the tenderer / Printer with name, address, type (whether sole proprietor, partnership, company etc)
- All pages of the tender document, numbered serially, with seal on all pages duly signed by the authorized signatory/ies.
- Details of the payment made towards cost of Tender and EMD..
- Documents in support of eligibility criteria as detailed in the ‘Technical Bid document’
- Annual Report containing Audited Balance Sheet and P & L a/c with all Schedules, Directors Report/disclosures/Notes on accounts for the year ending 31.03.2014, 31.03.2015 and Audited Balance Sheet and P & L a/c for the year ending 31.03.2016 and provisional Balance Sheet as on 28.02.2017 should be submitted. The tenderer should be making net profit at least for 2 years out of the past 3 years.
- All other documents specified in the Technical Bid document.
- Copy of PAN card
- Solvency Certificate

## **Cover II – Financial Bid**

**Cover II should be superscribed**

**“Cover II – Tender – Financial Bid – Printing of Annual Report 2016-17 and Notice of eleventh Annual General Meeting for Indian Bank”**

and addressed to the Assistant General Manager (CCD), Indian Bank, Corporate Communications Dept, Corporate Office, First Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.

## **Cover II – Financial Bid cover should contain the following**

Sheet 1 Financial Bid for Annual Report 2016-17

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, except service tax**

## **Opening of Tenders**

**The Technical Bids – Cover I will be opened on 06.05.2016 at 4.00 pm at the office of the Asst. General Manager (CCD), Indian Bank, Corporate Office, 1<sup>st</sup> Floor, 254 – 260, Avvai Shanmugam Salai, Royapettah, Chennai 600 014.**

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

### Annual Report 2015 -16 specifications

Particulars	Annual Report 2016-17
Quantity	26000 copies
Size	28cm( ht) X21cm (width)
No of pages	300 PP Text+8PP inside+4PP wrappers
Paper Quality (Wrapper)	4 pages 170 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality( Inside colour pages)	8 pages 100 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality (inside text pages)	340 pages 60 gsm Maplitho paper 2 colour F/B (Web off set printing)
Envelopes	Using 100 gsm maplitho paper in single colour printing
Size of the envelope	Suitable for inserting the above annual report

Particulars	Annual Report 2016-17
Quantity	250 copies with glassy paper.
Size	28cm( ht) X21cm (width)
No of pages	340 PP Text+8PP inside+4PP wrappers
Paper Quality (Wrapper)	4 pages 170 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality( Inside colour pages)	8 pages 100 gsm foreign art paper 4 colour F/B (Sheet offset printing)
Paper Quality (inside text pages)	<b>340 pages 90 gsm Art paper 2 colour F/B (Web off set printing)</b>
Envelopes	Using 100 gsm maplitho paper in single colour printing
Size of the envelope	Suitable for inserting the above annual report

Particulars	Notice of eleventh Annual General Meeting
Quantity	26000 copies
Size	28cm( ht) X21cm (width)
No of pages	52 Pages
Paper Quality( Inside pages)	60 Gsm

- The bidder must also have minimum one on-line gathering machine to complete work in Time
- Furnish samples of papers to be used for printing of Annual Report, The printer should also furnish specimens of their printed material (both two & four colour) on paper specified by us for printing of the Annual Report. (as per specifications given in the Tender)
- Sample of copies of latest Annual Reports/ diaries/souvenir printed by the printer



Amount in Rs.

**Total Rate: Cost of 26000 copies of Annual Report +  
250 copies of Annual Report with glassy paper+ Envelopes+  
26000 copies of Notice of eleventh Annual General Meeting  
(+inclusive of all taxes + Excise Duty, if applicable and delivery charges  
except service tax).....(Total amount in words)**

For every additional 4 pages 100 gsm Foreign Art paper 4-Colour F/B

For every additional 8 pages 60 gsm maplitho Paper – 2-Colour F/B

For every additional 8 pages 90 gsm Art Paper – 2-Colour F/B

**DELIVERY: 5 days from the date of supply of CD**

**Signature of Tenderer**