



बैंक ऑफ बड़ौदा *Bank of Baroda*

Bank of Baroda inviting tenders from Gujarat Based Reputed Printers for F.Y. 2012-13 with BOB Zonal Stationery Cell, Baroda. Ph. : 0265-2481717

Dear Sir,

Sub. : Procurement of Printed Stationery

Bank of Baroda "Zonal Stationery Cell" Nr. Rupam Cinema, Harni Road, Vadodara invites sealed tender from Gujarat based reputed printers in 2 bid system (Technical Bid and Financial Bid) for printing and supply of standard stationery items as per list appended below and as per specification / terms & conditions (including Packing & Forwarding)

1. Description of Stationery

Sr.	Inq. No.	Name of Stationery Item	Qty. Reqd.
1.	103/21	F-117A Report on means & standing of the borrowers / guarantors	100000 Forms
2.	103/22	F-292 Withdrawal Form	40000 Pads
3.	103/23	F-293 DD Application Form	5000 Pads
4.	103/24	F-401A New A/c. Opening Forms for non individual for CBS Branches	50000 Forms
5.	103/25	F-404 Application form for RTGS/NEFT for CBS Branches	400000 Forms
6.	103/26	F-406 Application-cum-Deposit Slip for Term Deposit Slip including counter foil (1 x 100)	10000 Pads
7.	103/27	Yathashakti Jama Yojna Application Form	1000 Pads

2. **Earnest Money Deposit (EMD)** : Tender completed in all respect along with enclosure, terms & condition, specification etc. and containing EMD of Rs.50,000/- in the form of FDR favoring Bank of Baroda, Zonal Stationery Cell, A/c. (Name of the Firm) issued by any branch of Bank of Baroda and enclosed with Technical Bid be submitted in two bid system i.e. Technical Bid and Financial Bid in two separate sealed envelopes duly fill in and sign along with particulars of press in prescribed format as per Annexure "A" i.e. Technical Bid and Annexure "B" i.e. Financial Bid and invariably marking the envelopes as Technical Bid / Financial Bid. Both envelopes marked as "Tender for printing and supply of various stationery" be sent to our Zonal Stationery Cell, Nr. Rupam Cinema, Harni Road, Vadodara.

EMPANELLED PRINTERS need not to send the Technical Bid and Earnest Money Deposit.

3. (a) **Last Date & Time for closing of tender and place** : 16/10/2012 at 2.00 PM
Bank of Baroda
Zonal Stationery Cell,
Nr. Erstwhile Rupam Cinema,
Harni Road, Baroda – 390 006.
Ph. : 0265-2481717
3. (b) **Date & Time for opening of the Technical bid** : 16/10/2012 at 3.00 PM

3. (c) **Date & Time for opening of the Financial Bid and place** :
18/10/2012 at 3.00 PM at the office of
The Dy. Regional Manager (AGM)
Bank of Baroda, Baroda Region,
Regional Office, 5th Floor,
Suraj Plaza-III, Sayajigunj, Baroda.

It may please be noted that Price bid of vendors will be opened only of those vendors who are found to be fulfilling the criteria as mentioned.

4. **Specification of**

- (a) **F-117A Report on means & standing of the Borrowers / Guarantors**
(As per sample available in our cell)

- (1) Paper : Sirpur, Ballarpur white paper 58 GSM
- (2) Size : 13.5 x 8.5 inch
- (3) Pages : Single Sheet
- (4) Printing : Single Colour – Both Side Printing
- (5) Folio : N.A.
- (6) Binding : N.A.
- (7) PACKING : 50 forms in a wrapper. Packet of 500 forms with printed label indicating form no., name & qty.
- (8) Without paper sample tender will not accepted.

- (b) **F-292 SB Withdrawal Form**
(as per sample available in our cell)

- (1) Paper : J.K., Andhra, Ballarpur, 70 GSM Maplitho
- (2) Size : 5.8 x 3.1 inch
- (3) Pages : 1 x 100 forms in Gum Pad
- (4) Printing : Single Side, Two Colour Printing with Bank's New Logo
- (5) Rulling : N.A.
- (6) Folio : N.A.
- (7) Binding : 100 Forms in Gum Pad with Straw Board
- (8) PACKING : Packing of 10 Pads 5+5 Pads in craft paper with printed label indicating form no. and qty.
- (9) Without paper sample tender will not accepted.

- (c) **F-293 DD Application Form**
(as per sample available in our cell)

- (1) Paper : 58 GSM Sirpur, Ballarpur, Andhara White
- (2) Size : 8.75 x 5.5 Inches
- (3) Pages : 1 x 100 Pad
- (4) Printing : Both side printing in Red Colour Billigual

- (5) Perforation : Hard Perforation
(6) Binding :
(7) Packing : Packet of 10 pads with printed label indicating form no. & qty. in each pkt.
(8) Without paper sample tender will not accepted.
- (d) **F-401A A/c. Opening form for non-individual for CBS Branches**
(as per sample available in our cell)
(1) Paper : Ballarpur, JK, West Cost, White 80 GSM Paper
(2) Size : 29.7 x 84 Cm. with three perforation at equal distance making four parts of A4 Size forming as first sheet (Main sheet) and 29.7 x 21 cm. second sheet to be stappled with main sheet
(3) Pages :
(4) Printing : Two Colour Printing vermilion and Black, Both Side Bilingual Hindi and English
(5) Folio : N.A.
(6) Binding : Second Sheet (Annexure Sheet) to be stappled with first.
(7) Packing : 100 forms per packet in craft paper packing with printed label with form no. & qty.
(8) Without paper sample tender will not accepted.
- (e) **F-404 Application form for RTGS/NEFT for CBS Branches**
(as per sample available in our cell)
(1) Paper : 100 GSM Ballarpur, Maplitho White
(2) Size : 9 * 11.5 Inches
(3) Pages : Single Sheet,
(4) Printing : Both Side Printing Bilingual Hindi & English in two colour blue and pentone.
(5) Numbering: Not Applicable
(6) Perforation : Hard Perforation as per our sample.
(7) Packing : Packet of 200 forms in round craft paper with wrapper of 50 forms with printed label indicating form no. & its qty.
(8) Without paper sample tender will not accepted.
- (f) **F-406 Application cum Deposit Slip for Term Deposit including counter foil (1x100)**
(As per sample available in our cell)
(1) Paper : 80 GSM white, Ballarpur, West Cost, J.K.
(2) Size : 28.5 x 11 cms.
(3) Pages : 1 x 100 (Pad)
(4) Printing : Both Side Printing Bilingual Hindi & English
(5) Numbering : Print Numbering of slips as usual.
(6) Perforation :- Hard Perforation.
(7) Binding : Covered with Printed title cover of white 58 GSM Ballarpur, West Cost, J.K. Paper Upper Side and 1 LBS Straw Board on Bottom in form of Gum Pads
(7) Packing : 10 Pads in craft paper with printed label indicating form no. & qty.
- (g) **Yatha Shakti Jama Yojna Application Form**
(1) Paper : Lucky Parchment 85 GSM
(2) Size : 10" x 7.5"
(3) Pages : 1 x 100 Pad
(4) Printing : Both Side Printing in different matter in bilingual

(5) Binding : 1 x 100 covered with cover of craft paper 80 GSM on upper side and 1 LBS Straw Board on Bottom in form of Gum Pad

(6) Packing : Packet of 10 Pads with Brown Craft Paper with printed label indicating name & qty.

(9) Without paper sample tender will not accepted.

05. Tenders must be submitted within above stipulated date & time.

06. Submission of the Tender

6.1 The tender should contain the price schedule and paper sample having the detail of name of the paper mill, GSM, Quality, Quoted by the concern bidder with the firm's name seal and signature and no terms & conditions should be put in price bid. The price bid will be opened on the specified date & time by the duly constituted Tender Evaluation Committee (TEC)

6.2 Tenders complete in all respect must reach Zonal Stationery Cell, Baroda not later than 2.00 P.M. on the notified date of closing of the tender. Tenders sent by hand delivery should be put in the Tender Box at this office not later than 2.00 p.m. on the specified date.

6.3 Bank will neither be responsible for the loss of tender nor for delay in postal transit.

6.4 Bidders are advised in their own interest to ensure that their tender reach this office well before the closing date and time as the tenders received after the closing date and time will not be considered.

6.5 Any request for change in tender after opening of the tender will not be considered.

6.6 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe & comply with the stipulations made here in or back out after quoting the rates, the amount of security deposit will be forfeited by the bank.

6.7 Bidders should ensure that tenders are fully authenticated by the authorized signatory under his signature with his official seal.

6.8 Any overwriting should also be authenticated and rewritten clearly to avoid any ambiguity or confusion.

6.9 Bidders desirous of attending tender opening committee meeting may remain present during tender opening exercise.

6.10 Bank reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason what so ever.

6.11 Proof checking will be done at our Zonal Stationery Cell, Harni Road, Baroda.

7. Amending of Bidding Documents

- 7.1 At any time prior to the bid due date, the Bank may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document.
- 7.2 The amendment will be notified in writing or by fax or cable to all prospective bidders, the amendment will also be posted on BOB Website and will be binding on all bidders.
- 7.3 In order to allow prospective bidder reasonable time, in which to take the amendment into account in preparing their bids, the Bank may extent the due date.

8. Award of contract and Bank's Right to vary quantities at the time of award.

- 8.1 Bank will award the contract to the successful bidders whose bids have been determined to be substantially responsive and qualified to satisfactorily perform the contract
- 8.2 Please note that submission of tenders does not automatically qualify for assigning printing job. Bank reserve the right to reject any tender without assigning any reason whatsoever and also does not bind it to accept the lowest or any specific tender. The decision of our Bank in this regard will be final & binding.

9. Delivery Schedule

- 9.1 Successful bidders have to ensure timely delivery as per our requirement without fail in the following schedule.
- 9.2 Order **must** be executed within 45 days including proof checking from the date of order.
- 9.3 Above gestation period for printing & supply is inclusive of submission of proof & checked by Zonal Stationery Cell, Baroda. Proof for checking must be given to ZSC – Baroda within 7 days from date of order.

10. Minimum quantity required to be supplied as under

Sr.	Inq. No.	Name of Stationery Item	Qty.	Schedule for Delivery
1.	103/21	F-117A Report on means & standing of the borrowers / guarantors	100000 Forms	Within 30 days from the date of order including 3 days of proof checking for Each items.
2.	103/22	F-292 Withdrawal Form	40000 Pads	
3.	103/23	F-293 DD Application Form	5000 Pads	
4.	103/24	F-401A New A/c. Opening Forms for non individual for CBS Branches	50000 Forms	
5.	103/25	F-404 Application form for RTGS/NEFT for CBS Branches	400000 Forms	
6.	103/26	F-406 Application-cum-Deposit Slip for Term Deposit Slip including counter foil (1 x 100)	10000 Pads	
7.	103/27	Yathashakti Jama Yojna Application Form	1000 Pads	

11. Place of supplying

Delivery to be made at Zonal Stationery Cell (Godown) at Harni Road, Nr. Rupam Cinema, Baroda during working hours.

12. Availability of specimen

Specimen of all stationery to be printed are available for inspection at ZSC Baroda. For any clarification please contact over Tel. No. 0265-2481717, ZSC Baroda.

13. Forfeiture Clause

The security deposit can be forfeited by our Bank in the event of any breach or negligence or non observance of any condition of contract or for unsatisfactory performance or for non acceptance of work order.

14. Penalty for Delayed Delivery

Delayed deliveries will be penalized @5% per month on bill amount or part thereof which will be recovered from payment and will also be liable for all damages / detriment or losses to the Bank.

15. Quoting Price

Quoted price should be inclusive of cost of paper, printing, labour charges, packing, transportation & deliver at ZSC Harni godown, Baroda. Only VAT + Add Tax applicable at the time of supply will be paid extra by Bank.

16. Payment conditions

16.1 At the time of payment of bills, the income tax shall be deducted at source as per Govt. rules & guidelines as may be prevailing at the time of payment.

16.2 Although payment will be made after satisfactory supply of full quantity of stationery items within 15 days after submission of bill. Quantity must be as per our bank's specification mention in our order in any case.

17. Inspection

On receipt of consignment all the supplied material shall be checked by the Bank. However, to ensure the quality, Bank reserves the right to inspect the raw material and work in progress at the sight of supplier and supplier has to provide all necessary documents etc. for the same.

Note : Successful bidder has supplied the printed stationery as per paper sample submitted by them with their tender strictly.

Place : Baroda

Date : 21/09/2012

Dy. Regional Manager
Bank of Baroda
Baroda Region
Baroda.

ANNEXURE - A
TECHNICAL BID

Details of Printer

(P R O F O R M A)

1.	Name of the organization with complete address and Telephone No.	
	(A) Type of the organization (whether sole proprietorship, partnership, private ltd. Or Co-operative Body etc.	
	(B) Name and address of the partners in the organization	
	(C) Other Managerial / Technical Personnel	
	(A) Registration (firm, co. etc.) : Registering Authority, Date, Registration No. etc.	
	(B) Sales Tax / VAT registration no. Date & Authority (Copy of sales tax clearance certificate)	
	(C) Income tax registration PAN No. & copy of ITCC	
4.	In operation since (years)	
5.	Business activities other than the type of work applied for (Give specific information)	
6.	Name/s of Banker/s and their address/es	
7.	Particulars of credit facilities enjoyed and from which Bank	
8.	Capital Sale Profit / Loss (Please also attach signed copies of your latest balance sheet and profit & loss A/c.	
9.	Details of Machinery	
	(A) No. of offset printing machine with its make & size and capacity	
	(B) No. of automatic printing machine with its make & size and capacity.	
	(C) Whether having plate making section in offset printing machine & if yes, its relevant particulars.	
	(D) No. of hand feed printing machine with its make & size	
	(E) Generator set should be available	

	(F) Other details, if any.	
10.	Type of printing and binding works being undertaken or capable to undertake should be specified clearly.	
11.	Names and address of some existing good clients along with contact no.	
12.	Is any staff member of the Bank related to the Proprietor / partners or directors If so, please mention the names / relationship, designation and place of posting.	

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. Vendor must have minimum one offset printing machine.

P R O F O R M A

Details of work done in the last three years.

		Details of orders				Work done	
		Order No. & Date	Nature of Work	Value of Order received	Period of Supply asked in order	Actual period of supply	Value of work done

Please attach self attested copy of order.

Place : _____ Signature : _____

Date : _____ Name & Designation : _____

Organisation : _____

Notes :

01. Detail should be provided in this proforma only. Please do not write “as per enclosed sheet”.
02. If space is found to be insufficient, use additional sheet but format should be the same.
03. Do not leave any column blank

ANNEXURE – B

The printers are requested to go through the specimen invariably before quoting the rate. Specimen with details are available at our Bank of Baroda, Zonal Stationery Cell, Nr. Rupam Cinema, Harni Road, Vadodara – 390 006. Ph. : 2481717.

FINANCIAL BID

Re. : Tender for printing and supply of following items.

Please quote rates for printing and supply of following items as per specification

Sl. No.	Inquiry No.	Name of the Stationery Items	Qty. to be printed	Total Cost + VAT Extra be quoted by Printers Rs.
1.	103/21	F-117A Report on means & standing of the borrowers / guarantors	100000 Forms	
2.	103/22	F-292 Withdrawal Form	40000 Pads	
3.	103/23	F-293 DD Application Form	5000 Pads	
4.	103/24	F-401A New A/c. Opening Forms for non individual for CBS Branches	50000 Forms	
5.	103/25	F-404 Application form for RTGS/NEFT for CBS Branches	400000 Forms	
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7.	103/27	Yathashakti Jama Yojna Application Form	1000 Pads	

Signature of Authorised Signatory

Name of the Company

Date :

TERMS AND CONDITIONS :

- (01) Vendor should have adequate infrastructure of their own as per point no.9 and 10 of Annexure – A (Technical Bid)
- (02) Tender to be submitted in Two Separate Envelopes superscribing. “Technical Bid” and “Financial Bid” separately.
- (03) Paper sample must be enclosed along with Technical BID / Financial Bid. Tender will be rejected if paper quality is found inferior than the specifications.
- (04) Printers who will be awarded the work have also to ensure the paper quality as per specimen and specification. If at the time of supply, the paper quality is found inferior, entire lot of printed stationery will be rejected.
- (05) Printer will be required to get approved the proof execution of work order.
- (06) Relative challan should invariably be attached with the bill as a token of having delivered the stationery.
- (07) All the information supplied in the application must be supported by self attested documents.
- (08) All the pages of the tender be invariably signed by Authorised person only.
- (09) Inquiry / clarification required if any can be have from Manager – Zonal Stationery Cell. Contact No. 0265-2481717