

UTTARBANGA KSHETRIYA GRAMIN BANK



Head Office
Coochbehar-736101

Tender Document

For

For Printing of Annual Report 2019-2020

GAD/44/2019-20/127/Tender

Dated : 20.03.2020

The information provided by the bidders in response to this RFP will become the property of Uttarbanga Kshetriya Gramin Bank and will not be returned. The Bank reserves the right to amend, rescind, cancel or reissue this RFP and all amendments will be advised to the bidders and such amendments will be binding upon them. The Bank also reserves its right to accept or reject any or all responses to this RFP without assigning any reason whatsoever.

Dear Sir/Madam

Printing and Supply of UBKGB Annual Report for the financial year 2019-2020

We propose to print Bank's Annual Report for the financial year 2019-2020. Our requirement for the purpose would be 350. We invite sealed quotations from eligible, reputed printers who have executed similar type of job for PSUs or RRBs or Govt Depts earlier.

1. The general terms and conditions for execution of the work are given in Annexure I. The detailed specifications related to the printing of the Annual Reports are given in Annexure II. Quotations may be submitted in the prescribed format as given in Annexure III & IV. All the proposals will be graded on technical and financial parameters as specified in the annexures.

2. It will be necessary to submit the art work for our approval. Similarly, copies of the cover pages, Inside leaves etc. also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged, labelled for outstation dispatches/delivered at our Coochbehar Head Office , Coochbehar Regional Office , Jalpaiguri Regional Office , Siliguri Regional Office latest within 15 days after issuing the work order.

3. Tender shall contain the following:

(a) a copy of the tender document with a certificate issued by the printer accepting all the terms and conditions contained in the tender document

(b) Quotation Part -I -Technical Bid as in 'Proforma A' of Annexure III which shall be enclosed in a separate sealed envelope and super scribed as "Tender for Printing Annual Report 2019-2020:Technical Bid"

(c) Quotation Part -II -Commercial Bid as in 'Proforma A' of Annexure IV which shall be enclosed in a separate sealed envelope and superscribed as "Tender for Printing Annual Report 2019-2020:Commercial Bid".

(d) The EMD should be given in one separate envelope superscribed as "Tender for Printing Annual Report 2019-2020:EMD".

(e) All the above said envelope need to be produced in a big envelope superscribed as "Tender for Printing Annual Report 2019-2020"

4. Quotations, as per details given above (point no.4) may be submitted in sealed covers addressed to The General Manager(GAD), Uttarbanga Kshetriya Gramin Bank, Head Office, Sunity Road , Coochbehar , Westbengal 736101 by 05th April 2020 upto 5:00 PM.

5. Technical Bid Opening: On the basis of the given technical parameters and samples submitted and visits to inspect printing facilities, if considered necessary, the opened Technical Bids will be evaluated and shortlisted. Bidders who qualify in the Technical Bid will be allotted scores according to quality parameters as in Annexure VI. On a scale of 100, 70 marks have been allotted for Technical Bid. Financial/Commercial Bid Opening: The Financial/Commercial Bid of only those Printers who have been shortlisted and given scores as above will be opened. On a scale of 100, 30 marks have been allotted for Financial Bid. The combined scores of Technical and Financial Bids will determine the H1 (bidder with highest scores) and the work order will be given to the H1. Financial/Commercial Bids, which are not as per Proforma A or incomplete in any respect, shall be rejected summarily.

6. The tender should be submitted strictly as per the Proforma A as in Annexure III & IV of the Tender Document. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of the Department.

7. It has been decided that only experienced printers with experience of having carried out bulk printing for reputed firms/Govt. organisations/Commercial Banks/RRBs etc. should be entrusted with the work. The printers are requested to submit sample Annual Report produced by them in the last two years.

8. The printer should have the capability to print publications in English and Hindi. For this, the printer is required to have appropriate latest software and computer capability. The printer would also have to ensure that PC operators, adequately proficient in both Hindi and English, are available with them for speedy and timely completion of the work. Printers having prior experience of printing of similar work would be preferred.

9. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding shall be rejected and shall have to be replaced immediately by the printer at his own cost.

10. The Bank reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the Bank's decision in this regard shall be final.

11. We look forward to high quality work to be executed within a stipulated time schedule

Yours Faithfully

(D.K Singh)
General Manager

Encl:Annexure

I: Printing and Distribution of Bank's Annual Report 2019-2020 Annexure

II: Specifications for Annual Report 2019-2020 Annexure

III: Proforma of Quotation: Technical Bid Annexure

IV: Proforma of Quotation: Commercial Bid Annexure

V: Technical Bid -Scoring Parameters

ANNEXURE I GENERAL TERMS AND CONDITIONS

Printing and Distribution of UBKGB Annual Report 2019-2020

- i. An earnest money of Rs. 30000/- in form of Demand Draft in the name of Uttarbanga Kshetriya Gramin Bank payable at coochbehar needs to be submitted with the tender in an separate envelope. The earnest money will be forfeited if the tenderer wishes to withdraw during the process .
- ii. Sample Annual Report should be approved before printing/ manufacturing.
- iii. The order can be increased or reduced by 10% for supply at the quoted rate.
- iv. All Annual Reports should be properly packed and dispatched and delivered latest within 15 days after receipt of final work order or as per our mailing instructions which will be made available in due course by the Bank. Penalty will be levied @10% of the order amount per week for delay .
- v. Specified number of Annual Reports will have to be delivered to our Coochbehar Head Office , Coochbehar Regional Office , Jalpaiguri regional Office , Siliguri Regional Office at no extra cost.
- vi. No cost in respect of damage/mutilated Annual Reports will be reimbursed.
- vii. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of Annual Reports of agreed quantity and specifications would entitle the Bank to cancel the order. In such an event, the Bank shall not be liable to pay any amount and the supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders

ANNEXURE II

SPECIFICATIONS FOR ANNUAL REPORT

(1) Annual Report

- a. Quantity: 350 Nos
- b. Dimensions : 21.5 CM (Width) x 27.5 CM (Height) size(Potrait) color printing
- c. Inside Pages : 140-150
- d. Cover Page : 250 GSM Art Paper with Matte lamination
- e. Inside Pages: 130 GSM Art Paper
- f. Design : Will be supplied by the bank
- g. Binding : Perfect Binding

ANNEXURE III

PROFORMA –A

Quotation Part I: Technical Bid– Annual Report 2019-2020

1	Company/Firm Name	
2	Registration Number	
3	Current GST Number (enclose copy of certificate)	
4	Address for Communication	
5	Annual Turnover(₹in Lakhs) in as per the Income Tax returns of last three years(Copy attached)	2016-17: 2017-18: 2018-19: (provisional if accounts are yet to be finalised)
6	Profits after Tax in last three years(in Rupees Lakhs) @ (Copy attached)	2016-17: 2017-18: 2018-19: (provisional if accounts are yet to be finalised)
7	Contract amount of at least previous 3 work orders and payments made there against for Annual Reports	
8	List of major clients during the last two years	
9	1-2 Samples of Annual Reports by you in the past.	

@ Minimum Turnover needs to be ₹30.00 Lakh in a year.

Certified that the above particulars are true.

Date:

Signature of Authorised Signatory

Place:

(Name of company/firm)Seal of Company/firm

ANNEXURE V

PROFORMA –A
Quotation Part II: Financial Bid

Printing of Uttarbanga Kshetriya Gramin Bank Annual Report 2019-2020

Type	Item	Unit Cost(exclusive of GST)	Cost	GST	Total Cost
Annual Reports	Cost of Printing 350 Annual Reports with specifications given in annexure II				

Delivery in Ho Coochbehar, Ro Coochbehar, Ro Jalpaiguri, Ro Siliguri will have no extra cost as per condition V of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the Bank at the rate quoted above

SIGNATURE
(With Name & Seal Of The Firm)

Date:

ANNEXURE VI

Technical Bid –Scoring Parameters

Printing of Bank's Annual Report

2019-2020

Sr. No	Details required/parameters on which Bidder will be scored	Maximum Marks
1	THREE previous work orders of PSBs or RRBs or Govt entities	10
2	Sample Annual Report printed in the along	30
3	Dummy UBKGB Annual Report 2019-2020	30
	TOTAL	70

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely,.....do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised

Signatory Place:

(Name of company/firm)

Seal of Company/firm

CHECK LIST FOR SUBMISSION OF TENDER

Printing of Bank's Annual Report 2019-2020

1. Technical Bid in Proforma–A

Annexure IV of the Tender Document duly filled along with attested copies of:

- 1.1 Attested copies of Certificate of Registration
- 1.2 Attested copies of Certificate GST Registration
- 1.3 Details of three latest orders of similar kind from PSB or RRB or Govt Depts
- 1.4 Audited balance sheets for 2016-17, 2017-18 and 2018-19:
(provisional if accounts are yet to be finalised)
- 1.5 IT return
- 1.6 Copy of Profit & Loss account
- 1.7 Samples of Annual Report printed by you in the past.
- 1.8 Dummy Annual Report as per specifications

2. Financial/Commercial Bid as in Annexure V of the Tender Documents duly filled in.

3. Separate Cover for Earnest Money Deposit named as “EMD”.