

TENDER NOTICE

EMPANELMENT OF VENDORS FOR PRINTING & SUPPLY OF STATIONERY ITEMS

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THIS DOCUMENT IS PREPARED BY JRG BANK FOR **PRINTING & SUPPLY OF STATIONERY ITEMS**.

NOTICE INVITING TENDERS

EMPANELMENT OF VENDORS FOR PRINTING & SUPPLY OF

DIFFERENT STATIONARY ITEMS

TENDER NO. 02 /2022-23 dated 18.04.2022

TENDER SCHEDULE:

Tender availability	www.jrgb.in		
Last Date of Submission Of Tenders	Date	Up to	
	09.05.2022	03.00 PM	
Date of Opening/ Verification of Technical Tenders	Date		
	09.05.2022 / 05.00 PM		
No. of Printers to be empanelled	Maximum 5 As per L1 Rates in each segment		
Tender Cost: Non-Refundable	Rs.1,000.00 Exempted for MSME UNITS	Demand Draft in favor of JRG BANK (JHARKHAND RAJYA GRAMIN BANK),HO RANCHI	
Tender Value	Rs.1,50,00,000/- (Approx.)		
EMD	Rs.50,000/- Exempted for MSME UNITS		
Security Deposit	2% of Tender Value i.e. 3,00,000.00		
Validity of Tender	TWO YEARS	From the date of agreement	
No. of Vendors to be empanelled	Maximum 05 in each segment of Stationary as per L1 Rates		
Security Deposit- 2% including EMD (Min ₹75000 and Max ₹ 3,00,000)		2% of Security Deposit shall be distributed among the empanelled Vendors	

Tender Contents	Part I – Technical Bid
	Part II– Price Bid

Appointed Officers for Enquiries	SATYAKI KUNDU – 9334915154	
Tenders should be submitted to:	EMD should be submitted at the office of:	
General Manager JRG BANK (Jharkhand Rajya Gramin Bank) Head Office: 3 rd Floor, Zila Parishad Premises, Near Kutchery Chowk, Ranchi-834001	JRGBANK (Jharkhand Rajya Gramin Bank) Head Office: 3 rd Floor, Zila Parishad Premises, Near Kutchery Chowk, Ranchi-834001	
Tender submitted by	Name of the Vendor: M/s _____ Address: _____	

1. Introduction

JRG BANK (Jharkhand Rajya Gramin Bank) is a Regional Rural Bank, constituted under the Regional Rural Bank Act, 1976, sponsored by State Bank of India. The Bank has 442 branches as of now and is operating in Eight regions viz. Ranchi, Singhbhum, Gumla, Palamu, Hazaribagh, Giridih, Deoghar & Godda districts of Jharkhand. All the **442** branches have been functioning in a computerized environment on CBS platform.

The Bank invites technically complete and commercially competitive Bids from the PRINTERS for printing & supply of **General Items of Stationery, viz: Applications, Forms, Vouchers, Pass Books, Booklets, Registers etc.** to our **08** (Eight) Regional Offices, & Head Office at RANCHI.

The locations in Jharkhand State are:

Sl No	Region	Districts covered
1	Ranchi	Ranchi & Khunti
2	Singhbhum	East Singhbhum, West Singhbhum & Seraikela -Kharsawan
3	Gumla	Gumla, Simdega, Latehar & Lohardaga
4	Palamu	Palamu & Garhwa
5	Hazaribagh	Hazaribagh, Chatra, Ramgarh & Koderma
6	Giridih	Giridih, Dhanbad & Bokaro
7	Deoghar	Deoghar, Jamtara & Dumka
8	Godda	Godda, Sahebganj & Pakur
9	Head Office	Ranchi

2. Bidder's Eligibility Criteria

The following is the Bidders' eligibility criteria:

- (i) The Vendor should be from the **State of Jharkhand**.
- (ii) The Vendor should submit the **Tender cost** of Rs.1,000/- and **EMD of Rs.50,000/- or MSME Certificate** in printing (Scanned DD / MSME certificate should be uploaded along with other eligibility documents)
 1. Simultaneously, the hard copy of DD / MSME should be submitted to **JRG BANK** (Jharkhand Rajya Gramin Bank, 3rd Floor, Market Complex, Zila Parishad Premises, Near Kutchery Chowk , Ranchi-834001)
 2. **Samples of Paper should also be sent at the above address.**
 3. **Self-declaration letter for not having being Black-listed by any Bank or Govt. Organization - (Format in ANNEXURE-III)**
 4. Should have **permanent GST Registration.**
 5. The Bidder should be a profitable **registered company/firm** involved in printing & supply for at least 5 years.
 6. Sales Turnover for the last 3 years (each year) – Rs.50 Lakhs & above
 7. The Bidder should enclose IT Returns for the last 3 years.
 8. Complete **Tender documents signed on all pages should be submitted**
 9. **Orders & Completion Certificates** to show the Vendor is continuing the business should be submitted.

3. Scope of Work

JRG BANK has a network of **442 branches**_spread across 24 districts of state of **Jharkhand** as stated above in Introduction.

The selected/empanelled Vendor(s) shall print & supply to destinations (Head Office, Regional Offices or Branches) in all the above districts& to Head Office at Ranchi.

4. Tentative Requirements

- Quantity to Print-See Segment
- **The quantity may be + OR – 25%**
- **Approximate Value- Rs.1,50,00,000.00**
- The actual number of Stationery items to be printed may vary from the projected quantity as per the requirement of the Bank.

TYPE OF PAPER TO BE USED : GRADE– A MILLS viz;

Ballarpur, Century Pulp, International Paper APPM, ITC, Seshasayee, TNPL & West Coast

- a. WHITE PAPER–70,80 GSM–Brightness more than 80%
- b. Ledger Paper – 80GSM–(Yellowish Green)
- c. Kraft Paper – 80GSM
- d. Pass Book Cover – ART CARD 170 GSM
- e. Booklet Cover – ART CARD 200 GSM

TIME OF SUPPLY:

- i. Forms& Vouchers–20 Days
- ii. Applications–30 Days
- iii. Pass Books & Booklets– 30days

Note: Orders will be placed in split quantities, more or less quantities noted in this Tender and as & when required.

DELIVERY DESTINATIONS

Deliveries should be made to 9 different locations through authorized Transporters on “**TO PAY**” and “**DOOR DELIVERY**” basis.

RATES TO QUOTE –TOTAL COST OF OWNERSHIP (TCO):

The Bank requires to quote competitive rates unit-wise **inclusive of all charges, packing & all types of printing operations and Exclusive of all taxes** for individual items.

Applications, Forms & Booklets

Based on the unit-prices quoted, L-1 would be arrived at under the **TCO-Total Cost of Ownership** for all segments. Total of all items will be considered to arrive at L1 Vendor.

TENDER VALIDITY: TWO YEARS

EMPANELMENT OF VENDORS–MATCHING LETTERS:

Empanelment of Vendors/printers is restricted to **five** only. The participating Vendors will be asked to match the L-1 rates. Those Vendors who rank from L-2 to L-5 and submit the letters for matching rates will be given the first preference in their order of quotes. If any of the participating Vendors from L2 to L5 do not submit the matching letters, then any other Vendor(s) in the following order, i.e. from L6 and beyond will be considered.

DISTRIBUTION OF ORDERS:

The orders will be placed among the **05 (FIVE)** empanelled Vendors, subject to timely execution and maintenance of quality as specified in the PO. **Those executing the works, the earliest shall be preferred in placing the next order.**

(Note: The No. of Orders to each Vendor/Printer might vary. If any of the empanelled Vendors do not execute in time or supplies be delayed beyond the specified time and do not maintain the quality)

5. INSTRUCTION TO BIDDERS:

Bidding Process - TO BE SUBMITTED DIRECTLY TO HEAD OFFICE, RANCHI

(Before the last date of submission i.e. Till 03.00 P.M Dated 09/05 /2022)

5.1 RFP and Bid Submission

The Bidder shall have to submit the Tender (duly filled up & completed in all respect) **Off-Line in format** downloaded from our website www.jrgb.in

Tenders should be submitted offline at :-

JRG BANK (Jharkhand Rajya Gramin Bank)
3rd Floor, Zila Parishad Premises,
Near Kutchery Chowk , Ranchi-834001
E-mail ID: hoaccount@ jrgb.in
Official Mobile No.: 9334915154

The Bank shall not consider any request for date-extension for Bid-submission on account of late receiving / downloading of RFP by any Bidder.

Tender Document Availability

The format for submission of the technical Bid containing detailed parameters, terms and conditions and price Bid can be downloaded from **JRG BANK** website www.jrgb.in from **18.04.2022** to **09.05.2022**.

Submission of Tender

The offers in a sealed cover complete in all respects should be submitted to the General Manager-I, **JRG BANK**(Jharkhand Rajya Gramin Bank), Head Office, 3rd floor, Zila Parishad Premises, Kutcheri Chowk, Ranchi-834001 on or before **3.00 PM** on **09.05.2022**.

JRG BANK reserves the right to accept or reject any or all offers without assigning any reason thereof. Brokers will not be entertained.

This Tender consists of two parts viz. the **Technical Bid** having terms and conditions, details of offer and the **Price Bid**.

The Technical Bid and Price Bid for the proposal should be kept in separate sealed envelopes and these two envelopes be placed in a single cover super scribing "**Tender for empanelment of Vendors for printing of stationery**" and submit to **JRG BANK** (Jharkhand Rajya Gramin Bank), Head Office, 3rd floor, Zila Parishad Premises, Kutcheri Chowk, Ranchi-834001 through Post/Courier or submitted to the General Manager on the above mentioned address.

5.2 Mode of submission of Tender–Off-Line

1. Tender cost and Earnest Money Deposit–The DDs should be submitted
2. Non-Financial/Technical Bid–Should be signed on all pages by the Bidder.
3. The documents pertaining to the Eligibility Criteria (as per Bidder's Eligibility Criteria) should be submitted

Indicative Price Bid should be submitted by the Bidder.

5.3 Procedure of opening of Tender

After the last date of submission of the Tenders, Bank will open the Technical Bids **on 09.05.2022 at 05.00 PM** and evaluate by verifying the eligibility documents submitted:

4. The Tender cost and EMD will be verified first. Those **not** submitting the **Tender Cost** and **EMD DD (In Original)** to **JRG BANK** will be rejected ab-initio. Vendors with MSME certification in printing shall be exempted from EMD.
5. Other eligibility documents will be verified. Vendors should take Care to submit all the eligibility requirements and it will be at the Bank's discretion to allow or not to allow or to ask for any further documents for evaluation.
6. Price Bids will be considered for only those Vendors who have qualified in the technical verification.

Bank reserves the right to, open or not to open the financial Bid of any Vendor basing on the acceptance/rejection of Non-Financial Bid and his/her/their past performance.

5.4 Decision of the Bank shall be final

Decision of the Bank shall be final and binding on the Vendors in the matter of

interpretation of any clause included in this Tender or any dispute arising out of the execution of Tender. Bank can also terminate the Tender without assigning any reason.

5.5 Address for submission

Bids should be submitted on or before **09.05.2022 before 3.00 PM** to

The General Manager

JRG BANK (Jharkhand Rajya Gramin Bank)

3rd Floor, Zila Parishad Premises,
Near Kutchery Chowk , Ranchi-834001

E-mail ID: hoaccount@jrgb.in

Contact Details:

Name : SATYAKI KUNDU

Official Mobile No. : 9334915154

5.6 Change of Tender date in case of holiday

In the event of the specified date for Bid-submission being declared a holiday for the Bank, the Bids will be received up to the appointed time on the next working day.

5.7 Cost of Bidding–Vendor to bear

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Bank will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

5.8 Late Bids–Rejection

Tenders cannot be submitted late (may be written like this-Tenders received after the prescribed date shall be rejected summarily, without assigning any reason whatsoever).

5.9 Withdrawal/Amendment to RFP Contents:

Bank reserves the right to accept or reject any / all proposal(s), to revise the Tender, to request one or more resubmissions or clarifications from one or more Vendors, or to cancel the process in part or whole. The Bank also reserves the right to amend the RFP at any time prior to the last date for Bid-submission. The Bank may, for any reason, whether it is own initiative or in response to clarification(s) requested by a Bidder, modify the RFP contents by amendment. Amendment/Corrigendum will be notified on the Bank's website/ portal and will be binding on participating Bidders. The Bank shall not be liable for any communication gap. In order to provide prospective Bidders, reasonable time to take the amendment into account for preparation of their Bid, the Bank may, at its discretion, extend the last date for Bid-Submission.

5.10 Two Stage Bidding Process

The Bidder will have to submit response to the RFP for General Stationery Items as specifically mentioned in the Tender.

PART-I: TECHNICAL BID for supply of Forms, Vouchers, Applications, Booklets & Registers etc”, should include the relevant supporting papers.

Tender Cost of Rs.1,000.00* and **Earnest Money Deposit of Rs.50,000.00** (Rupees Thirty Thousand only) in the form of Demand Draft issued by scheduled bank favoring **JRG BANK (Jharkhand Rajya Gramin Bank), payable at Ranchi,** must be part of the Technical Bid by uploading the scanned DD.

* **Tender cost:** Non- Refundable

However,

Tender Cost of Rs.1,000/- & Earnest Money Deposit of Rs.50,000.00 and Samples of Paper should be submitted in original before the last date of submission of the Tender i.e. 09.05.2022 at our Head Office - Ranchi situated at

**3rd Floor, Zila Parishad Premises,
Near Kutcheri Chowk, Ranchi-834001**

If the Demand Draft does not reach at JRG BANK Head Office, Ranchi before the last date and time of submission of the Tender, the Bid will not be considered for evaluation.

Return of Earnest Money Deposit: The earnest money of the unsuccessful Bidders will be returned after entering into Rate Contract Agreement with successful Bidders.

- **Forfeiture of Earnest Money Deposit:** This EMD amount will be forfeited, if the successful Bidder refuses to accept Purchase Order or having accepted the Purchase Order fails to carry out his obligation mentioned therein.

SECURITY DEPOSIT:

The EMD of the successful Bidder/s will add to the Security Deposit and will be held by the Bank throughout the Rate Contract Period of the Tender as **Security Deposit**. No interest will be payable on the Earnest Money Deposit/Security Deposit.

If selected for empanelment, the applicant will be required to furnish a **Security Deposit of 2% including EMD (Min ₹ 50,000 as EMD and Maximum depending on the No. of Vendors i.e. 2% of Security Deposit shall be distributed among the empanelled Vendors).**

3. **Technical Bid:** Should **compulsorily** include the following documents, duly filled in, stamped, signed, filed in the seriatim as below and serially numbered.

1. Demand Draft for Tender Cost & EMD
2. Self-declaration letter for not having **Blacklisted** by any Bank or Govt. Organization - (Format in ANNEXURE- III)
3. Bidder's General Information (Format in Annexure-IV)
4. Complete Tender Document signed on all the pages

5. Copy of Certificate of Registration
6. Memorandum of Articles of Association, Partnership Deed, if any
7. Copy of GST Registration (Regular or Composite)
8. IT Return for last 03 years
9. Audited Balance Sheet and Profit & Loss (Financial/Turnover) Statements for last 03 (three) years
10. Experience Documents/Copies of Purchase Orders & Delivery Certificates
11. **Samples of Paper of 70, 80 gsm, G-Smart Card of 170 & 300 or finished product of Stationery Items.**
12. Other required documents mentioned elsewhere in this Tender document

PART–B (COMMERCIAL/PRICE BID)– “Price Bid for General Stationery Items”
Consisting of:

1. Price Bid duly filled, stamped and signed on all pages for all items (partial quote is not acceptable)
2. The Bank expects the Bidder to carefully examine all instructions, forms, terms & conditions, technical specifications etc. mentioned in this RFP. Failure to furnish all information required for submission of a Bid not substantially responsive to the RFP in every respect will be at the Bidder’s risk and may result in the rejection of its Bid without any further reference to the Bidder.

5.11 Conditional Bid

Any conditional Bid is **not** valid and shall be summarily rejected.

5.12 Rates quoted to be Exclusive of all taxes

The rates quoted should be **exclusive of all Taxes (GST). No condition should be stipulated in the charges.**

However, the consignments should be invariably addressed, **Door-Delivery (to-pay)** at the **Destinations** noted above (various Regions & Head Office).

6. Bidding

Bids are evaluated at two stages :

6.1. First Stage Evaluation:

Technical Evaluation:

In the first stage, only the **Technical Bids** will be opened by the “*Tender Opening Committee*”.

After the technical Bids pass the qualification, the Bank may make site visits to the Factories, Printing Press or Work Units. The Vendors will be short listed, after the site inspections and the date of opening the COMMERCIAL BID will be informed.

6.2 Second Stage Evaluation: Submission of Indicative Price Bids – Base Price & Decrement Value.

In the second stage, **Indicative commercial/price Bids** of short-listed, technically qualified Bidders shall be opened OFF-LINE on the scheduled date and time for further evaluation and decisions will be taken for final rates of supply.

7. Bid Features

7.1. Language of the Bid

All Bids and supporting documentation must be in English/Hindi only.

7.2. Bid Currency & Price Structure

Prices shall be expressed in the Indian Rupees only.

The Prices quoted by the Bidders should be:

- a) **Inclusive of cost of Paper,**
- b) **Printing,**
- c) **All binding operations**
- d) **Packing,**
- e) **Transportation up to Transport Office**
- f) **Insurance during transit until reaching the destination**
- g) **Exclusive of Taxes/GST**

*The Bank shall neither pay any other cost nor consider any other cost apart from approved L-1 rates.

7.3. Validity Period

The Bids shall be **valid for a period of 24 months / Two years** from the date of entering into Rate Contract / Agreement. A Bid submitted for a shorter period shall be rejected by the Bank as non-responsive.

7.4. Format & Signing of Bid

- (a) The Bank, in case of non-adherence to the Format or partial submission of Bid will not evaluate the Bid.
- (b) Each Bid shall be made in the legal name of the Bidder.
- (c) Each page of it shall be serially numbered, signed and duly stamped by the Bidder or a duly authorized person to sign on behalf of the Bidder,
- (d) Any interlineations, erasure or over writing in the Bid shall be valid only if these are initialed / authenticated.
- (e) Executive(s) representing the Bidder should be duly authorized to sign the Bid, interacting with the Bank for all sorts of communication as well as appearing in the Price Negotiation Meeting, in case the Bidder emerges as L-1 as a result of commercial evaluation of all technically qualified Bids.
- (f) A letter of this intent, issued by the Proprietor / CEO / Director or any top-level executive, authorizing representing executive(s) should be submitted as part of the Technical Bid.

7.5. Technical/Commercial Bid Essentials:

- (a) All relevant information should be given against the space provided for information in the prescribed format ANNEXURE-IV. Writing of 'OK' 'accepted', 'noted', 'sheet attached' will not be accepted. In case, due to insufficient space, a sheet is added, page No. of that sheet should be mentioned and the added sheet should have backward reference on right hand top thereof,
- (b) All supporting documents of the particular Appendix should be attached thereafter the Bid, writing reference thereon.
- (c) The Technical Bid must contain the documents as stated above
- (d) The Commercial Bid must contain the following:
 - (i) Rates for each item specified in Indian Rupees, inclusive of taxes
 - (ii) Declaration agreeing to all the Terms & Conditions in the RFP

8. Bid Evaluation

The purpose of Bid evaluation is to determine:

- (a) Reputation of the Vendor for quality and reliability;
- (b) Acceptance of terms and conditions Service capability of the vender;
- (c) Vendor's standing i.e. experience in Printing & Supply
- (d) Vendor meeting the qualification criteria as specified in the Tender documents;
- (e) In order to determine the lowest evaluated responsive Bid, the Bank shall adopt **TCO (Total Cost Of Ownership) from different type of stationery items.**

8.1. General Evaluation

1. The Bank will examine the Bids against *Bidder's Eligibility Criteria* mentioned in the RFP.
2. The Bank will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.
3. The Bank may waive any minor informality, nonconformity, or irregularity in a Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any other Bidder.
4. Prior to the detailed evaluation, the Bank will determine the substantial responsiveness of each Bid against this RFP. For the purpose of these clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the RFP without material deviations.
5. During evaluation of the Bids, the Bank may, at its discretion, ask the Bidder for providing clarification on any point mentioned in its Bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Bid shall be sought, offered, or permitted.
6. The samples enclosed by the Bidders should be the same, which have been quoted in their Bids as part of the RFP. No chance will be given for e-submission.
7. Commercial Bids of only those Vendors will be opened, who are technically qualified and fulfill all other requirements as enlisted in the RFP.
8. Tender document received at JRGB after due date and time i.e. **09.05.2022** after 3.00 PM will be summarily rejected.
9. The Bidders are requested to submit the duly filled in Tender documents along with relevant documents/information in separate envelop super-scribed on top of the envelope as Technical or Commercial (TECHNICAL BID AND PRICE BID) as the

case may be.

10. The offer should remain valid at least for a period of 24 months to be reckoned from the last date of submission of offer.

11. There should not be any deviation in terms and conditions as have been stipulated in the Tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the Tender document, the Bidder is required to attach a separate sheet "list of deviations", if any.

12. The Technical Bid & Commercial Bid will be opened on 09.05.2022 at 5.00 PM in the presence of Tenderers who choose to be present at **JRG BANK** (Jharkhand Rajya Gramin Bank), Head Office, 3rd floor, , Kutchery Chowk, Ranchi-834001.

All Tenderers are advised in their own interest to be present on that date at the specified time.

13. JRGB reserves the right to accept or reject any or all the Tenders without assigning any reason thereof. In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.

14. Canvassing in any form will disqualify the Tenderer. No brokerage will be paid to any broker.

15. The short-listed Bidder will be informed by the **JRG BANK**.

8.2 Commercial Evaluation & Indicative Prices

1. Commercial Bids submitted will be opened only for those Bidders, who have qualified in the general and technical evaluation.
2. The Vendors are required to submit the **indicative prices** which will be considered for further evaluation
3. The lowest prices arrived at the opening of Tenders will be declared as L-1. However, the Bank shall be under no obligation to accept the lowest or any of the offer received in response to this notice, if the quality of the procuring item is not the same as required and shall be entitled for rejection of any or all the offers assigning reasons thereof.
4. The bank reserves its right for placing the orders as per requirement.
5. The Bank will be free to either reduce or increase the quantities to be printed on the same terms and conditions. The Bank reserves the right to alter the quantities.

9. Award Notification

9.1 Change of Address

The acceptance of a Bid, subject to contract, commercial considerations & compliance with all terms and conditions will be communicated in writing by means of placing order at the address supplied by the Bidder in its Bid. Any change of Bidder's address, should therefore be promptly notified to:

JRG BANK (Jharkhand Rajya Gramin Bank),
3rd Floor, Zila Parishad Premises,
Near Kutchery Chowk , Ranchi-834001

10. Bidder's Disqualification

Any Bidder not complying with the Bidding process is liable for disqualification at any stage without assigning any reason. Decision of the Bank in this regard shall be final, conclusive and binding on the Bidder.

11. Terms and Conditions

All under mentioned terms and conditions for Vendors, who participate in this Bid, are binding on all. These terms and conditions will also form part of the print order, to be issued to the successful Bidder. All the terms and conditions in the Tender document should be stamped and signed and attached with the Technical Bid as acceptance of the set terms and conditions.

11.1 Proposal Ownership: The Bid and all supporting documents submitted by the Bidders shall become the Bank's property and the Bank reserves the right to accept or reject any request made by any Bidder to return or destroy the Bid and accompanying documentation. The Bank reserves the right to reject any/all Tender(s), without assigning any reason(s) thereof.

- The rates may be quoted per set of document along with total cost of printing of each item.
- In case of failure/delay in supply or partiality, the Bank shall be at liberty to get the same items for stationery printed through other source(s) at its sole discretion.
- Once your rates as quoted in your Bid as per the aforesaid Tender is accepted, you will be bound to execute the printing orders, so placed with you, within the specified period and no request for increase in rate(s) subsequently nor any excuse for non-execution of the printing order on account of non-availability of paper and/or any other reason(s) will be entertained.
- In case of failure/delay in supply or partiality, the Bank shall be at liberty to get the same items for stationery printed through other source(s) at its sole discretion.
- Printed stationery must be properly labeled and packed accordingly to our usual requirement and be delivered as per our instruction.
- The Bank does not bind itself to accept the lowest Tender i.e. L1 and decision of the Bank in this regard will be final and reserves the right to reject any or all the Tenders received without assigning any reason. Bank reserves the right to split the Supply Order between L1 and L 2 Vendors subject to matching of L1 rates by L2 Vendor and the Tender shall be deemed as to have been accepted only for printing as may be ordered from time to time by placing separate order(s). Bank can split the supply order between L1 and L2 Vendors. Further the Bank also reserves the right to consider a Single Vendor / Service Provider in a region of the Bank.
- Printer(s) who do/does not effectively deliver the printed items (as mentioned in this letter) according to the delivery schedule will be liable to all damages/detriment for loss/losses to the Bank and in case even after warning,

he/they continue to be late in delivery, he/they may be disqualified for further inquiry entrustment of the work.

- Delivery must be completed within **15** days from the date of printing order.
- No advance is admissible for the execution of printing order(s).
- The Bank reserves the right to award the printing order item-wise to one or more printer(s) based on the Tender submitted under this invitation.
- The cost of printing of Stationery should be quoted inclusive of cost of transportation/ delivery. No extra charge for transportation/ delivery will be paid.
- The Bank reserves the right to award the printing order item-wise to one or more printer(s) based on the Tender submitted under this invitation.
- The cost of printing of Stationery should be quoted inclusive of cost of transportation/ delivery. No extra charge for transportation/ delivery will be paid.

11.2 Delivery, Installation and Commissioning of Items-The Vendor shall be responsible for delivery of the ordered item(s) at the destination within stipulated time / days as noted above and in purchase order. The Vendor should arrange for appropriate insurance to cover the ordered item(s) for the transit period and till the time of its receipt by the Bank at the respective destination. The cost of the insurance will be borne by the Vendor.

11.3 Cancellation of Order: In case of serious discrepancy in the item supplied, the Bank may cancel the entire purchase order and return the item(s) back to the Vendor at Vendor's costs and risks. The Vendor shall give acceptance within one week from the date of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order and the earnest money of the Bidder will be forfeited.

11.4 Defect Liability Security Deposit: Bank shall forfeit the Security Deposit if the material supplied is not as per specifications. This however, does not preclude the Bank from seeking replacement of the goods supplied in case of extreme damage or errors in printing.

11.5 Payment Terms: No advance / mobilization amount will be paid to the Vendors. Bill will be paid only on:

- a) Production of acknowledgements of receipt of the item ordered at the destinations, as per specifications and quantity in good condition.
- b) Receipt of Bill along with Delivery Challans from the recipients duly authenticated & stamped for having received the item.
- c) The total Bill amount noted in the bill should clearly state:

- i. The actual cost of the product
- ii. TAX component (GST etc)

11.6 Earnest Money Deposit: The Bidder shall have to deposit earnest money in the

form of DD/ Pay Order for **Rs. 50,000.00** (Rupees Fifty thousand only), which will be added to **Security Deposit** for the successful Bidder(s) and returned on expiry of the two years of the contract period. The offer without Earnest Money Deposit would be considered as non-responsive, incomplete and shall be out rightly rejected.

11.7 Forfeiture of EMD Amount: This amount will be forfeited, if the successful Bidder refuses to accept purchase order or having accepted the purchase order fails to carry out his obligation mentioned therein.

Fluctuations in market prices of Paper: No subsequent pleas/excuses for non-performance/execution of the order placed on them during the contracted period of 02 (two) years shall be considered, showing the **“increase in market prices of the paper”** as the cause. Once the acceptance letter is submitted and agreement is entered, the Vendor is bound to print & supply any of the items mentioned in the list till the currency of the contract period. Any reluctance on the part of the Vendor shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the EMD amount and also penalty for delay.

No interest shall be payable on the Earnest Money Deposit (EMD).

11.8 Further Orders: The Bank may continue to place further orders beyond the valid period, by mutual agreement between the Bank and the Vendor on the same approved rates.

11.9 Penalty for Delay: The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. The total delay cannot be beyond **15 days** in any case, beyond which the order shall be cancelled. Any delay in completion of the work over the stipulated period will attract **penalty of minimum 0.2% of per item's cost/ per day** subject to **maximum of 10%** of the per cost. The Bank reserves the right to recover these amounts by any mode, which includes adjusting from any payment to be made by the Bank to the supplier.

11.10 Order Cancellation: The Bank reserves the right to cancel the Purchase Order in the event of one or more of the following situations:

1. Delay in supply, beyond the specified period & delay in time limit,
2. Serious discrepancy in quality of supplied item,
3. In the event of order cancellation, the Vendor shall be responsible to take back the faulty/ misprinted item supplied, at his own cost & expenses.

11.11 Force Majeure: The Vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, **“Force Majeure”** means an event beyond the control of the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs and freight embargoes. If a Force Majeure situation arises, the Vendor shall promptly notify the Bank in writing of such conditions and the cause thereof within 20 (twenty) calendar days. Unless otherwise directed by the Bank in writing, the Vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

11.12 Resolution of Disputes: The Bank and the Vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after 30 (thirty) days from the commencement of such informal negotiations, the Bank and the Vendor are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to 02 (two) Arbitrators: one Arbitrator to be nominated by the Bank and the other to be nominated by the Vendor. In case of the said Arbitrators not agreeing, then the matter will be referred to an umpire (a 3rd arbitrator) to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators and in the event of their not agreeing, the award of the Umpire (3rd arbitrator) appointed by them shall be final and binding on the parties. The Arbitration and Reconciliation Act, 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be RANCHI.

<p>Date: _____/_____/2022</p> <p>Place: _____</p>	<p>I/we have read and understood the RFP as detailed in the above pages right from the Introduction, Scope of work, Tentative requirements, Bidding Process, Terms & Conditions, Payment Terms, EMD, Penalty, the Force Majeure clause & Resolution of disputes. I/We offer the quotes / rates in Annexure-IV for printing & supply of the required items as per terms & conditions in the RFP.</p> <p style="text-align: center;"> Seal of the Bidder Signature </p>
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ANNEXURE-I

CHECKLIST FOR VENDORS

Submission of Tender

Vendors are advised to check & ensure to enclose the following list of documents before submitting the Tender:

Sl. No.	Document Name	Tick mark
1	Demand Draft for Tender cost and EMD (Two Stage Bidding Process)	
2	Letter authorization to the representing executive(s)	
3	Self-declaration letter for not having black listed by any Bank or Govt. Organization	
4	Bidder's General Information	
5	Complete Tender Document signed on all the pages	
6	Certificate of Registration copy	
7	Memorandum of Articles of Association, Partnership Deed, if any	
8	Sales/GST Tax-Registration Copy	
9	IT Return for last 3 years	
10	Audited Balance sheets and Profit & Loss (Financial/Turnover) Statements for last 03 (three) years	
11	Experience documents/Copies of Purchase Orders & Delivery certificates	
12	Samples of material viz. White /Ledger/Kraft Paper of 70,80 GSM or finished product of Stationery Items	
13	Other required documents mentioned elsewhere in this Tender document	

Note: Non-Submission of any of the above documents may result in rejection of the Tender

ANNEXURE-II

DRAFT–Letter of Authorization

Ref. No. _____ dated _____ 2022

The General Manager
JRG BANK (Jharkhand Rajya Gramin Bank),
Head Office: RANCHI,
3rd Floor, Zila Parishad Premises,
Near Kutchery Chowk, Ranchi-834001

Dear Sir,

Tender Ref.No: 02 /2022-23 dated 18.04.2022

We M/s _____ who are
established and reputed printers of various stationery items, viz; Forms, Applications,
Vouchers, Pass Books, Booklets _____ etc.
having factories at _____

_____ and
_____ Do hereby
authorize Sri/Smt. /Kumari / Transgender _____ (Name)
to offer our Tender/quotation, negotiate and conclude the contract with you against the
above invitation for offer.

The above representative shall be responsible for answering any query and
authenticate as required during the process of Tender opening for smooth conclusion.

Yours faithfully,

For and on behalf of M/s _____

(Name of Printer/manufacturer)

Signature of the Authorized Person

Note: This letter of authority should be written/ printed on the letter head of the
printer/manufacturers/and should be signed by a competent person of the printer/
manufacturer.

ANNEXURE-III

DRAFT: NON-BLACK LISTING LETTER

Our Letter No:

Date:- . .2022

The General Manager
JRG BANK (Jharkhand Rajya Gramin Bank),
Head Office: RANCHI,
3rd Floor, Zila Parishad Premises,
Near Kutchery Chowk, Ranchi-834001

Dear Sir,

Tender Ref. No: 02 /2022-23 dated 18.04.2022

I/We M/s _____ who are established and reputed printers of various stationery items, viz; Forms, Applications, Vouchers, Pass Books, Booklets, _____ etc., having factories at _____

_____ and _____ Do hereby confirm that our firm/concern is **not BLACKLISTED** by any Bank nor by any Govt. organization.

We assure you of our best services timely and qualitatively.

Yours faithfully,

For and on behalf of M/s _____
(Name of Printer/manufacturer)

(Signature of the Authorized Person)

Note: This letter of **NON-BLACKLISTING** should be written/printed on the letter head of the printer/manufacturer/s and should be signed by a competent person of the manufacturer.

ANNEXURE- IV

(Ref: Tender Notice No 02 /2022-23 dated 18.04.2022)

**BIDDERS' GENERAL INFORMATION & PRE QUALIFICATION DATA
EMPANELMENT OF VENDORS**

PLEASE FILL UP ALL THE COLUMNS ELEGIBLY

Sl. No	Specifications	Particulars
1	Name of the Unit/Firm with full address with Telephone / Mobile/FAX. Nos/Email Address etc.,	
	Administrative Office:	
	Factory Address:	
	Whether ISO certified /IBA/RBI/SBI/approved Unit(if so, enclose copy of relative certificate issued)	
2	CONSTITUTION (Enclose evidence like Certificate of Commencement of Business /memorandum of Articles of Association/ Partnership Deed etc.)	a) Proprietary/Partnership/Private/ Limited/Public Ltd. Company /Co-operative Society(Delete in applicable)
		b) SSI Registration No./Trade License No.(Enclose Copy of Certificate) Date valid up to: / /
3	Year of Establishment /Experience in line of activity:(Please see Annexure-I) Eligibility criteria for category wise minimum length if experience required)	Year of establishment: (As per Unit Registration Certificate) Experience in years of the Proprietor/ partner /Director of the unit : _____years
4	Name of the Proprietor/Mg. Partner/Mg. Director etc.	

5	Name and addresses of the Bankers /Phone Numbers	BANK: _____ BRANCH: A/c No: IFS Code:
6	Whether registered for GST purposes? (Mention GST No. and furnish Xerox copies)	
7	Whether an Assesse of Income Tax(Enclose copies of IT Return for the last 3 years with all enclosures)	PAN No: TAN No:
8	Annual Turnover for the last 3years (Balance Sheets to be enclosed)	(Rs. in lakhs) Year 2018-19 Rs. _____ Year 2019-20 Rs. _____ Year 2020-21 Rs. _____
9	Details of Machinery , with brief description of its output per day :(Enclose separate paper if space is not sufficient)	Capacity of printing (No. of prints per day)
10	Whether you have the capacity to take up MULTICOLOUR printing jobs?	Yes/No
11	Whether you accept to execute the order as per the specifications of paper (GSM) and make of Grade-A Mills , mentioned in the RFP, through -out the validity of the Agreement period?	
12	Whether you are ready to accept to Print & Supply at the L-1 approved rates for a period of two years without interruption for whatever reason?	
13	Whether you accept to provide INSURANCE against Fire, Theft, Riots during transit for finished products till delivery at the destinations stated in the RFP?	
14	Names of Institutions/Govt. Agencies/Banks, reputed companies etc., to whom your unit is executing works and maintained their	You should submit Orders & Completion Certificates

	against the turnover in the last year	
15	Detailed description of works undertaken	
16	Were you removed / black listed at any time in any Bank / Govt. organization? If yes mention details	YES/NO _____ Self-declaration Letter enclosed

Compliance Statement

Declaration:

We hereby undertake and agree by all the terms and conditions stipulated by the Bank in the Tender Document.

Place: _____

Date : _____ / _____ /2022

Stamp/Seal

Signature & Designation

(To be printed on the LETTER HEAD of the printer)

To,

Date:____/ ____/20

The General Manager,

JRG BANK (Jharkhand Rajya Gramin Bank),
Head Office: RANCHI,
3rd Floor,
Zila Parishad Premises,
Near Kutchery Chowk ,
Ranchi-834001

LETTER OF INTENT/ACCEPTANCE

Dear Sir,

EMPANELMENT OF PRINTERS

Ref: Tender Notice No. 02 /2022-23 dated 18.04.2022 for Empanelment of Printers **Off- Line** and posted in Bank's website www.jrgb.in on____/____/2022

With reference to the above Tender, I/We accept to print & supply all the items mentioned there in, at the L-1 rates approved by the Bank. We have examined and understood the instructions, terms and conditions forming part of the Tender forms, we hereby enclose our offer for the supply of **Stationery** as detailed in your above-referred Tender notice

I/We intend to sign the Agreement as stated in the Tender document and accept all Terms& Conditions contained therein. The agreement shall be valid for a period of two years after execution.

I/We undertake to continuously print & supply to all the purchase orders placed on me/us for any of the items noted in the Commercial Bid and as per specifications of paper, binding, time of supply, etc., mentioned in the RFP, without giving scope for compromise in quality / quantity or delay during the currency of the agreement or beyond with mutual consent.

I/We honor the condition of EMD to be retained till the expiry of the agreement and/or till the end of all supplies against the orders placed even beyond the agreement date. I/We shall bear the expenditure for purchase of Rs.100/- Stamp(s) to be affixed on the Agreement.

We confirm that any PSU bank / RRB have not disqualified us for supply of Stationery at present.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the Tender form.

We also confirm that the offer shall remain valid for 2 years from the last date for

submission of the offer.

We understand that either the Bank is not bound to accept the offer in part or in full and that, the Bank has the right to reject the offer in full or in part without assigning any reason whatsoever.

Yours faithfully,

Proprietor(s)

DECLARATION

1. I / We have read the instructions appended and all terms and conditions and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Jharkhand Rajya Gramin Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of **JRG BANK** (Jharkhand Rajya Gramin Bank) in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.

Place:

Date:

Seal of Organization

DRAFT AGREEMENT

(For Printing & Supply of Applications, Forms, Pass Books, Vouchers etc.)

This agreement is made on this the day of _____ 2022, between **JRG BANK** (Jharkhand Rajya Gramin Bank, a Regional Rural Bank, constituted under the Regional Rural Banks Act, 1976, having its Head Office at 3rd Floor, Zila Parishad Premises, Near Kutchery Chowk, Ranchi-834001 in the State of Jharkhand, being represented by its General Manager-I, here in after referred to as "**The Bank**", which expression shall, unless it be repugnant to the context or meaning thereof, mean and include its successors and authorized representatives, on the other part M/s _____

_____, proprietary/partnership firm carrying

on its business at _____, _____, / _____

PIN- _____ Represented by its proprietor/.....

..... Sri/Smt. _____

_____, here in after called "**The Printer**" which expression shall unless repugnant to the context shall include its legal heirs, successors and assignees on the other part.

Whereas, the Bank for the purpose of carrying on its banking business needs to empanel printers for printing and supply of Applications, Forms, Pass books, Documents, Vouchers, Registers and General stationery, the Bank had issued an RFP.

Whereas the printer has applied and is found eligible for appointment, as an empanelled printer to the Bank for a period of two years.

Now, it is agreed between the parties here to as follows:

1. **EMPANELMENT:** The Bank hereby appoints me/my printing concern, as the printer of the Bank to print and supply General printed items, as required by the Bank for a **period of two years** from the date of this agreement or till the next empanelment and/or unless otherwise specified.
2. **DEPOSIT OF EMD/SECURITY DEPOSIT:** The EMD of Rs. _____/-submitted by me/my printing concern will form part of the **Security Deposit** which will be 2% of the Tender value and held with the Bank throughout the rate contract period of the Tender, i.e., for **two years**, and as guarantee for performance/execution of the order placed on the printer. I also understand, that, no interest will be payable on the earnest money deposit.
3. **BILL PAYMENT:** The payment will be made as per the approved L-1 rates agreed through the "**Letter of Intent / Acceptance**" on satisfactory completion /execution of the order.

4. **PLACING OF ORDERS:** The Bank places printing orders according to its requirements. No printer can demand or decline to execute any work order on the basis of quantity and amount of the order. Distribution of orders will be as per the Tender terms & conditions, and on the performance of the printer. No correspondence will be entertained by the Bank in this regard.
5. **DELIVERY:** The ordered quantity of Forms/Registers/Documents/Applications shall be delivered at the destinations noted in the RFP or as advised in the purchase order.
6. **SECRECY:** The printer should maintain strict confidentiality in printing of the Forms / Applications / Booklet etc., ordered by the Bank and should not disclose to third parties.
7. **TIME SCHEULE:** The time schedule for printing of Forms/Application/Booklets irrespective of quantity ordered for will be as under:
 - a. Forms & Vouchers -20 days
 - b. Applications & Pass Books- 30 days
8. **PROOF:** Proof in respect of Applications/Forms/Booklets etc., should be submitted to the department for approval. Printing should be taken up only after the FINAL approval is accorded by the department Officials.
9. **Forfeiture of EMD Amount:** This amount will be forfeited, if the successful Bidder refuses to accept purchase order or having accepted the purchase order fails to carry out his obligation mentioned therein.
10. **Bill Payment Terms:** No advance/mobilization amount will be paid. Bill will be paid only on:
 - receipt of the item ordered at the destinations advised, as per specifications and Quantity & in good condition
 - receipt of Bill along with Delivery Challans from the recipients duly authenticated & Stamped for having received the item
11. **Fluctuations in market prices of Paper:** No subsequent excuses for non-performance/execution of the order placed on them during the contracted period of two years shall be considered, showing the “**increase in market prices of the paper**” as the cause. Once the acceptance letter is submitted and agreement is entered, the Vendor is bound to print & supply any of the items mentioned in the list till the currency of the contract period. Any reluctance on the part of the Vendor shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the EMD amount and also penalty for delay.
12. **Penalty for delay:** The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. A **penalty of 2% of the bill amount** will be levied for delay of two week. **The total delay cannot be beyond one month** in any case, beyond which the order shall be cancelled.
13. **Serious Discrepancy:** In case of serious discrepancy in the item supplied, the Bank may cancel the entire purchase order and return the item(s) back to the Vendor at Vendor’s costs and risks. The Vendor shall give acceptance within one week from the date of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order and the earnest money

of the Bidder will be forfeited.

14. **Order Cancellation:** The Bank reserves the right to cancel the purchase order in the event of one or more of the following situations:-
- a. The Vendor shall give acceptance within one week from the date of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order and the earnest money of the Bidder will be forfeited.
 - b. Delay in supply, beyond the specified period & delay time limit.
 - c. Serious discrepancy in quality of supplied item.
 - d. In the event of order cancellation, the Vendor shall be responsible to take back the faulty item supplied, at his own cost & expenses.
15. **Further Orders:** The Bank may continue to place further orders beyond the valid period, by mutual agreement between the Bank and the Vendor on the same approved rates.
16. **Force Majeure:** The Vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, “**Force Majeure**” means an event beyond the control of the Vendor and not involving the Vendor’s fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs and freight embargoes. If a Force Majeure situation arises, the Vendor shall promptly notify the Bank in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by the Bank in writing, the Vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

1. **Resolution of Disputes:** The Bank and the Vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract.

Even after **30 days** from the commencement of such informal negotiations, if the Bank and the Vendor are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by the Bank and the other to be nominated by the Vendor. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire (a 3rd arbitrator) to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators and in the event of their not agreeing, the

Award of the Umpire (3rd arbitrator) appointed by them shall be final and binding on the parties. The Arbitration and Conciliation Act, 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be RANCHI.

- The printer agrees to abide by the terms and conditions issued by the Bank from time to time at the time of entrustment of works
- Notices: The address for service of all notices on the parties of MOU is as under:

<p style="text-align: center;">Address of the Printer</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p style="text-align: center;">Address of the Bank</p> <p>JRG BANK (Jharkhand Rajya Gramin Bank), HEAD OFFICE: 3rd floor, Zila Parishad Premises Ranchi--834001, JHARKHAND</p>
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- Non-Exclusivity clause:** This agreement between the parties is on a non-exclusive basis and either party hereto may enter into similar agreement(s) with other parties/Banks, as the case may be.

Signed on this day _____ the _____ 2022 at _____ (Place)

For M/s _____

For JRG BANK

Stamp & Seal Proprietor's Signature

Signature of Designated Official & Seal

(Name.....) (Name))

COMMERCIAL BIDS

The General Manager
JRG BANK (Jharkhand Rajya Gramin Bank),
Ranchi-834001

Sir,

While accepting all Terms & Conditions in the RFP, we quote the following rates which shall be valid for a period of **Two years** from the date of approval /agreement

SECTION – I**SCOPE OF WORK****PRINTING OF GENERAL STATIONERY ITEMS:**

Sl. No.	Particulars	Approx. Quantity Required during F.Y. 2021-22	Paper Quality (GSM)	Type	Printing / Color / Numbering	Size (cm)
	Forms					
1	SB Withdrawal	50,000 Pad	60	Pad	Blue	18*10.50
2	Deposit Slip	50,000 Pad	60	Pad	White perforated &	27*9
3	Withdrawal Form for KCC (100 Lvs.)	10,000 Pad	70	Pad	White, perforated &	27 *9
4	Debit Voucher	30,000 Pad	60	Pad	White	18 *10.50
5	Credit Voucher	30,000 Pad	60	Pad	Blue	18 *10.50
6	NEFT / RTGS Voucher	10,000 Pad	60	Pad	White	27 *9
7	SB A/c Opening Form	5,00,000 Forms	70	Pad	White	7 pages 27 *22
8	SB No Frill A/c Opening Form	5,00,000 Forms	70	Pad	White	27*22 both side
9	SHG A/c Opening Form	1,00,000 Forms	70	Pad	White	3 Pages 27 *22(both side)
10	15 G	1,000 Pad	64	Pad	White	27*22(both side)
11	15 H	1,000 Pad	64	Pad	White	27*22(both side)
12	PMSBY Form	5,000 Pad	64	Pad	White	27*22
13	PMJBY Form	5,000 Pad	64	Pad	White	27*22(both side)
14	APY Form	5,000 Pad	64	Pad	White	27*22
15	Request form for Mobile Banking/ Cheque book/SMS alert/ATM etc.	10,000 Pad	64	Pad	White	27*22
16	D.P. Note& D.P. Note Delivery letter	5,000	80	Pad	White	32*20

17	KYC Form	5,000 Pad	64	Pad	White	27*22
18	Aadhar Seeding Request form	5,000 Pad	64	Pad	White	27*22
19	BMDP& BMMC(10 Pages)	5000 pad	64	pad	white	10 pages (27*22)
20	Letter Head	500 Pad	70	Pad	White	27*22
21	Leave Application	500 Pad	64	Pad	White	27*22
22	T A Bill	1,000 Pad	64	Pad	White	27*22
23	Revival letter	2,000 Pad	64	Pad	White	27*22
24	Leave Application	100 pad	64	Pad	White	27*22
25	Arrangement Letter	1,000	64	Pad	White	27*22
	Passbook					
26	Saving Passbook	5,00,000	200/70	Pass book	(Cover & forward in Multicolour & other Inner Pages in Black)	6 pages (21*18)
27	KCC Passbook with cover	2,00,000	200/70	Pass book	(Cover & foreword & other Inner Pages in Black)	10 pages(12*11)
	Booklet					
28	KCC Booklet (Cover & foreword in Multi color & other Inner Pages in Black)	50,000 Booklet	300 of cover /70 of inner pages		(Cover & foreword & other Inner	52 pages (32*20)
29	SHG A/c Booklet (Cover & foreword in Multicolor & other Inner pages in Black)	30,000 Booklet	300 of cover /70 of inner pages		(Cover & foreword in Multicolor & other Inner Pages in Black)	22 pages (32*20)
	REGISTERS					
30	Account Opening Register (200 Pages)	500	70			
31	Pass Book Issue Register (200 Pages)	500	70			
32	Vault Register (200 Pages)	500	70			
33	Daily Cash book Register(200 Pages)	500	70			
34	Branch Documents Register 100 pages	442	34			

Note : The rates quoted are exclusive of GST

The rate should include all operations, like Perforation, Folding, Gumming, Pinning, Pasting, Padding,

Gathering Numbering etc.

(One Pad = 100 leaf)

Signature with Stamp

Vendor's Name:

Address :

Place:

Date : / /2022