

REQUEST FOR PROPOSAL (RFP)
FOR
Printing and supply of stationery items

RFP Reference No.	HO/PD/001/2024-25
RFP Issuance Date	26/07/2024
Date and Time of Pre-Bid Meeting	02/08/2024 at 11.00 A.M
Last Date for Receipt of Bids	16/08/2024 up to 2.00 P.M
Date and Time of Opening of Technical Bids	16/08/2024 at 03.30 P.M
Date and Time of Opening of Price Bids	17/08/2024 at 03.00 P.M



సప్తగిరి గ్రామీణ బ్యాంక్
(ప్రభుత్వ రంగ సంస్థ : ఇండియన్ బ్యాంక్ చే ప్రాయోజితం)
Saptagiri Grameena Bank
(Public Sector RRB : Sponsored by Indian Bank)

Issued By:

Development Department, Saptagiri Grameena Bank, Head Office
19/565-11, 3rd floor, Sai Yashus, Opp Venkateswara theater, Vellore Road, Chittoor, A.P
pincode:517002

Phone: 8886644258, 8886644238

Email: development@sgbank.in

Website: <https://www.saptagirigrameenabank.in/>

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RFP for Printing and Supply of Stationery Items

S.NO	Description	Details
1	RFP Reference No.	HO/PD/001/2024-25
2	Brief Description of the RFP	Request For Proposal (RFP) for Printing and supply of stationery items
3	Bank's Address for Communication	Development Department Saptagiri Grameena Bank Head Office, 19/565-11, 3rd floor, Sai Yashus, Opp Venkateswara theater, Vellore Road, Chittoor, A.P pincode: 517 002
4	RFP Issuance Date	26/07/2024
5	Last Date of Submission of Queries for Pre Bid Meeting	30/07/2024
6	Date and Time of Pre-Bid Meeting	02/08/2024 at 11.00 A.M
7	Last Date for Receipt of Bids	16/08/2024 up to 2.00 P.M
8	Date and Time of Opening of Technical Bids	16/08/2024 at 03.00 P.M
9	Date and Time of Opening of Price Bids	17/08/2024 at 03.00 P.M
10	Address for submission of Proposals/Bids	General Manager Saptagiri Grameena Bank, Head Office, 19/565-11, 3rd floor, Sai Yashus, Opp Venkateswara theater, Vellore Road, Chittoor, A.P Pin Code: 517 002.
11	Tender Fees (Not Refundable)	Rs.1,000/- {Rupees One thousand only}
12	Earnest Money Deposit (EMD)	Rs.50,000/- {Rupees Fifty thousand only}
Tender Fee Amount & EMD should be remitted through NEFT / RTGS / IMPS to the credit of CA/c No. 88618083 IFSC – SAGB0050001 (all zeros), favoring Saptagiri Grameena Bank, HO: Chittoor and the same should be submitted along with Technical & Commercial bid.		
This document can be downloaded from Bank's website www.saptagirigrameenabank.in/		



DISCLAIMER

The information contained in this Request for Proposal ("RFP") document or information provided subsequently to bidders or applicants whether verbally or in documentary form by or on behalf of Saptagiri Grameena Bank (or Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by Saptagiri Grameena Bank to any parties other than the applicants who are qualified to submit the bids (hereinafter individually and collectively referred to as "Bidder" or "Bidders" respectively). The purpose of this RFP is to provide the Bidders with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder requires. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. Saptagiri Grameena Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. The information contained in the RFP document is selective and is subject to updating, expansion, revision and amendment. It does not purport to contain all the information that a Bidder requires. Saptagiri Grameena Bank does not undertake to provide any Bidder with access to any additional information or to update the information in the RFP document or to correct any inaccuracies therein, which may become apparent.

Saptagiri Grameena Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be published on the Bank's Website (www.saptagirigrameenabank.in) and it will become part and parcel of RFP.

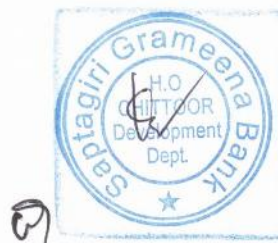
Saptagiri Grameena Bank in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. Saptagiri Grameena Bank reserves the right to reject any or all the Request for Proposals received in response to this RFP document at any stage without assigning any reason whatsoever. The decision of Saptagiri Grameena Bank shall be final, conclusive and binding on all the parties.



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No.	CHECK LIST
The 1 st cover or envelope should contain following details:	
1.	Work orders on similar works executed as stated in the Pre-qualification criteria of point no. 3
2.	CA certificate & Audited balance sheet on average annual financial turnover as stated in the Pre-qualification criteria of point no. 2
3.	Tender fee Rs. 1,000/- {Rupees One thousand only} (Non-Refundable)
4.	EMD amount should be remitted through NEFT / RTGS / IMPS for the credit of CA/c No. 88618083 IFSC – SAGB0050001(all zeros), favoring Saptagiri Grameena Bank, HO: Chittoor. Rs.50,000/- {Rupees Fifty thousand only} towards EMD (Refundable)
5.	Bidder should submit the signed Pre-Contact Integrity Pact on minimum of Rs. 100/- non judicial stamp paper. If any bidder failed to submit Integrity Pact, such bid will be rejected.
6.	Bank Details / Cancelled cheque to return EMD amount
The 2 nd sealed cover or envelope should contain only PRICE BID	



NOTICE INVITING TENDER

Saptagiri Grameena Bank, Head Office, Chittoor invites sealed & super scribed tenders from eligible Vendor/ Organization/s under two bid systems (Technical & Price Bid) for **Printing and supply of stationery items**.

Tender documents can be downloaded from bank's official website <https://www.saptagirigrameenabank.in> under tenders' section.

1. Last Date and Time for submission of Technical & Price Bids: 16.08.2024 up to 2:00 PM.
2. Date and Time of Opening of Technical Bid: 16.08.2024 at 03:00 PM.
3. Date and Time of Opening of Price Bid: 17.08.2024 at 03:00 PM.
4. In the event of the date/s mentioned above being declared subsequently as holiday/s for the Purchaser's Office, the due date for meeting, submission and opening of bids will be the next working day at the same venue and time.
5. In order to provide reasonable time to the Prospective Bidders to take necessary action in preparing their Tenders / Bids as per the Addendums / Amendments, Bank may, at its discretion, extend the deadline for the submission of Tenders / Bids and other allied time frames, which are linked with that deadline.
6. **Earnest Money Deposit:** An amount of **Rs.50,000/-** {Rupees Fifty Thousand only} should be remitted towards EMD (refundable upon completion of process) through NEFT / RTGS / IMPS to the credit of CA/c No. **88618083** IFSC – **SAGB0050001** (all zeros), favoring Saptagiri Grameena Bank, HO: Chittoor A/c & details of such remittance/s should be enclosed along with the Technical Bid. **Tenders received without EMD remitted particulars shall be liable for rejection.** No interest shall be paid on EMD amount.
7. Firms registered with NSIC (National Small Industries Corporation) & MSEs registered with MSME (UDYAM) are exempted from submission of Tender Fee and EMD amount. A copy of Valid NSIC certificate/MSME Certificate is to be submitted for the same.
8. Technical Bids received without enclosure of **Tender Fee, EMD and Pre-contract Integrity pact** (in Rs. 100/- non judicial stamp paper) will be summarily rejected. Please note that Bank will not be held responsible for any delay in submission of Tender.
9. Acceptance / Rejection of the Tender is solely at the discretion of the bank.
10. Tenders received after the deadline for submission will not be considered.
11. Unsealed tenders received are liable for rejection.
12. Any modification / corrigendum shall be uploaded on Bank's website only.

Pre – Bid Meeting

A "Pre-bid" meeting will be conducted in physical mode only on 02.08.2024 at 11:00 AM. Bidders may attend the meeting at our Head Office, #19/565-11,3rd floor, Vishal mart upstairs, Opp: Venkateswara Theatre, Vellore Road, Chittoor-517002.

General Manager
Saptagiri Grameena Bank, Head Office, Chittoor

RFP for Printing and Supply of Stationery Items



PRE-QUALIFICATION CRITERIA

1. Minimum 5 Years' experience in the field of Printing and Supply of Stationery Works.
2. The **average annual turnover** of the bidder including MSEs as stipulated in the tender notice should be at least **Rs.20.00 lakhs** {Rupees Twenty lakhs only} during the last 3 financial years, i.e., FY 2020-21, 2021-22 & 2022-23. (Audited Balance sheets and CA Certificate should be enclosed) – For the above calculation, the financial turnovers for 2023-24 may also be considered, subject to production of GST returns, clearly mentioning the turnovers along with CA certification with UDIN. However, acceptance of such financials would be solely at the discretion of bank.
3. The bidder/s should have successfully completed similar works (means Printing and Supply of Stationery Works) during **the last 5 years** (i.e. prior to 31.03.2024) in Central / State Govt. Departments, Public Sector Undertakings, Banks, reputed companies & institutions.

Documentary proof to be submitted (copies to be self-attested, wherever required)

1. Copies of Work Orders executed.
2. CA Certification on Turnover and P & L as mentioned above.
3. Audited Balance Sheet with schedules for the last 3 consecutive financial years (the financial turnovers for 2023-24 may also be considered, subject to production of self-attested copies of GST returns, clearly mentioning the turnovers along with CA certification with UDIN. However, acceptance of such financials would be solely at the discretion of bank)

Conditions

1. Bank has the discretion to increase/decrease the duration of days of execution of works.
2. Any Printers/Bidders, if had been in the Holiday list / Black-listed by any Central / State Government agencies or any Central / State PSU company and such name appears in the list of the above mentioned central / state Government agencies or central / state PSU as on date, is disqualified and **would not be considered**. A self-declaration needs to be submitted as per the pro-forma enclosed along with the technical bid.
3. **Tender Fee and EMD** details are as given in the check-list.
4. Pre-contract Integrity Pact without the required stamp paper of Rs.100/- would be summarily rejected.
5. Technical bids of only those Printers/Bidders who comply with the eligibility criteria shall be evaluated.



INSTRUCTION TO BIDDERS

1. Submission & processing of tenders:-

- The tender to be submitted in two parts. Part I is containing the Technical bid & Part II would be containing the price bid.
- All the tender documents, including
- Part I & Part II should be signed by the bidders and should be submitted in **Two Separate Sealed Covers** superscribed as "Technical bid" & "Price bid" for Printing and Supply of Stationery before the due date.
- **The Price Bid should be in Printed Form only. Hand written Price bids will NOT BE ACCEPTED and Bid amount should be in Rupees only.**
- Prices should be filled up in the price bid in Part II.
- Bidders shall fill up their rates **only in the price bid and not in any** other manner.
- Bidders are advised not to deviate from the stipulated technical specifications, commercial terms & conditions like terms of payment, warranty, arbitration, escalation clause, etc.,
- Technical bid (Part I) will be opened on the due date & at the scheduled time.
- The presence of bidders and/or their authorized representatives (not more than 2 per bid) will be allowed.
- However, physical participation of the bidders / their representatives is not mandatory.
- The entire bid opening process (both technical as well as financial) would be held in the presence of the Committee members as decided by the bank and bidders / their representatives (not mandatory), as per the extant procedure of the bank.
- Scrutiny / evaluation of the technical bids will be done by the Bank with Committee members.
- In case it is found that the technical bid is not in line with the stipulated specifications, requirements and/or contains many deviations, the Bank reserves the right to reject the technical bid of such firm without making any reference to the bidder.
- The Price bid of only those who qualified in the technical bid will be opened and **price bids of those who do not qualify in the technical bid will not be opened.**
- Necessary clarifications required by the Bank shall have to be furnished by the bidder within the stipulated time, failing which their bid may be rejected without any further reference.
- The price bid (Part II) of qualified bidders will be opened on the scheduled date & time. The presence of bidders /their authorized representatives (not more than 2 per bid) will be allowed. However, the same is not mandatory as mentioned above.
- Bank however reserves its right to accept/reject any tender or call for fresh tenders without assigning any reason whatsoever.
- The Bank reserves the right to reject any or all proposals.
- Similarly, it reserves the right NOT to include any Bidder in the final short-list, if found or otherwise proved, to have furnished wrong details / documents, at any point of time.
- The tender shall be submitted in two separate sealed envelopes i.e., Envelope No:1 'Technical Bid' and Envelope No:2 'Price Bid.'
- The sealed envelope containing technical bid should be super scribed as "Technical Bid for Printing and Supply of Stationery" and the sealed envelope containing price bid should be super scribed as "Price Bid for Printing and Supply of Stationery " respectively.



- If L1 fails to supply the item(s) for any reason, the name of such vendor shall be kept under Block List and shall not be allowed to participate in future works of the Bank. Subsequently the order will be allotted to the other participant vendors, one who agrees to supply the item(s) at the rate quoted by L1 vendor.
- Both the sealed envelopes should be submitted together in a separate bigger envelope, duly sealed and super scribed on the outside with the narration "Tender for Printing and Supply of Stationery".
- The tender should be submitted on or before **16.08.2024 up to 2.00 PM**, in the "Tender Box" kept at Saptagiri Grameena Bank, Head Office, Vishal Mart, 3rd Floor, Vellore Road, Chittoor – 517 002.
- Alternatively, the tenders may be submitted through Registered/Speed Post to reach the below mentioned address on or before the due date and time indicated above.
- The responsibility of submitting tenders to the below mentioned address **on or before the due date and time** is that of applicant and any tenders received after the due date, due to any reasons including delays in delivery by any means (like postal, courier, etc.,) shall not be accepted.
- The Bank will not be responsible for any delay or late submission of the tender or any loss arising there from in any manner whatsoever.
- **Earnest Money Deposit:** Bidders must deposit the specified amount of EMD as detailed in the notice-inviting tender at the time of submission of tender. The EMD of unsuccessful bidders will be **refunded in 30 working days** from the date of opening the financial bid, without any interest.
- **Earnest Money of the successful bidders** will be retained as part of the security deposit and will be returned in 30 working days after the end of successful delivery of the all awarded stationery items. EMD will be forfeited, if the bidder fails to delivery of the all awarded stationery items within the period of 180 days from the date of award of work.

2. **Validity:** The L1 price shall remain valid till 180 days from the date of purchase order.

3. Determination of L1 Bidder

The L1 price will be determined on the basis of the lowest base price quoted in the Price Bid and the L1 bidder will be determined accordingly. L1 bidder will be finalized for **each individual stationery item**.

Bank reserves the right to negotiate or re-negotiate with the L-1 bidders, **If more than one bidder is declared as L-1, for a particular item, and allot the order to the lowest quoted Printers/Bidders.**

4. Quality of Paper

The quality of the paper shall be as per the specifications given by the Bank **and the sample approved by the bank before supply**. Any deviation in the quality of paper will not be accepted.

5. Place of Delivery

The delivery of the stationery shall be made at **Head Office (Chittoor) of the Bank & 4 Regional Offices (Madanapalli, Tirupathi, Vijayawada & Gudivada)** as directed by the Bank during office hours. The bidder or his agent should attend personally for delivery of the stationery and obtain delivery challan to submit along with the Bill.



The delivery of the stationery items shall be made only after obtaining delivery approval from the concerned authority before delivering the stock, so that space arrangements shall be made by the bank.

In case the stationery is supplied after expiry of the stipulated time, Bank will have right/discretion either to accept the stationery or to reject the same.

6. No advance amount will be paid to the Printers.
7. Payment will be made within 15 working days of time, against delivery of full indent as per the order only. No partial payments will be allowed.
8. The evaluation of the tenders will be based on pre-qualification criteria detailed in the tender document. Tenders of firm, which meet the pre-qualification criteria will only be considered.
9. Bank reserves the right to modify any of the pre-qualification criteria
10. Bank reserves the right to reject the stationery and to cancel the order if any deficiency is observed in quality of the paper. If the bank is intending to find the quality check, lab test may be conducted and the cost shall be borne by the concerned printer only. If any stationery item supplied by the printer is found defective and deficient in quality at later date, the bank will have right to impose penalty up to 100% value of the stationery item supplied or EMD will be forfeited.
11. Sole and whole responsibilities of all DTP works/Art works by the Printers/Bidders.
12. The L1 printers/Bidders The DTP works/Art works shall be finalized and get approval from the bank within 10 days from the work order.
13. All the pages of the tender document shall be signed & stamped by authorized representatives of the Bidder.
12. Any clarification required will have to be obtained on or before 30.07.2024. For any clarifications, please feel free to contact our officer (Mobile-8886644258).

MODIFICATION / CANCELLATION OF RFP

The Bank reserves the right to modify/cancel the tender or re-tender without assigning any reasons whatsoever. The Bank shall not incur any liability to the affected bidder(s) on account of such rejection. The Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection/cancellation.

Place: Chittoor
Date: 26.07.2024


General Manager



TENDER TERMS AND CONDITIONS

Details	Remarks
General Description	Printing and supply of stationery items
Date of commencement	From the date of award of work
Period of completion	Within 180 Days from the Work Order
Earnest Money Deposit	Rs.50,000/- (Rupees Fifty Thousand only)
Statutory deductions	TDS, GST-TDS and others if any, will be deducted at the time of payment as per the prevailing terms.
Validity of Tender	With a maximum of 180 days from the date of finalizing L1.
Details of the IEMs of the bank	<p>1.Shri Dilip Vithoba Sonpipare Email: sonpiparedv@gmail.com Mobile: +91 9423118793</p> <p>And</p> <p>2.Shri Ahmad Javed Email: ajtopcop@gmail.com Mobile: +91 9821058152</p>

Technical specifications:

No	Criteria	Documents Required
1.	Authentic PAN and GST distinguished registration numbers	PAN & GST.
2.	Average Annual Turnover of Rs.20.00 lakhs for the last three years	Latest CA's Certificate indicating quantum of turnover of the last 3 financial years – along with Audited Balance Sheets and Profit & Loss Statements of last three years.
3.	Minimum 5 Years' experience in the field of supply of Printing and Stationery Works	Submit the required documents for having the Experience like firm registration, GST registration, Incorporation etc...
4.	<u>Work Experience</u> The bidder / printer should have minimum Five years experience in supply of stationery to any organization	Copies of the orders from the organization shall be submitted
5.	The Printer / Bidder should not have been black listed by any bank in past or services terminated due to poor performance.	An undertaking stating that the Company / Firm have not been black listed should be submitted.

SIGNATURE OF THE TENDERER WITH SEAL



GENERAL CONDITIONS OF TENDER

1. Definitions

In construing these conditions and the specifications, Schedule of Quantities and Contract Agreement, the following words, shall have the meanings herein assigned to them except where the subject of context otherwise requires: -

- a. 'Owner' or 'Bank' shall mean Saptagiri Grameena Bank include his / their legal representatives, assignees and successors.
- b. 'Printers/Bidders' shall mean the person, or persons, firm or company *whose* tender has been accepted by the Bank and shall include his / their heirs and legal representatives and the permitted assigns.
- c. 'Works' shall mean the works to be executed and recorded in accordance with the Contract and shall include all extra or additional altered or substituted works as required and recorded for the performance of the Contract
- d. 'Contract' shall mean the articles of agreement, the conditions of tender, specifications, schedule of quantities, drawings, duly signed by the owner and the Printers/Bidders.
- e. 'Contract Value' shall mean total value of quantities of items in the schedule of rates of the contract valued at the accepted rates at time of award of contract.

2. Price

Price quoted should be firm without any escalation until the completion of the work. The rates quoted include the cost of Printing and supply and transportation of material to our centers, The rates quoted by the Printers/Bidders shall be throughout the contract period and there shall be no upward revision of the rates quoted by the Printers/Bidders for any reason whatsoever. No price variation will be allowed for any other reasons till the completion of the work.

3. Earnest Money Deposit

The bidder shall furnish EMD mentioned in the form of RTGS / NEFT / IMPS in favor of Saptagiri Grameena Bank (as detailed above). No tender shall be considered unless the EMD is deposited. No interest shall be paid on this EMD. The EMD of the unsuccessful bidder shall be refunded in 30 working days after the decision to award the contract is taken without interest. The EMD shall stand absolutely forfeited if the bidder revokes his tender at any time during the period when he is required to keep his tender open acceptance by the bank or after it is accepted by the bank the Printers/Bidders fails to enter into a formal agreement or fails to commence the work within the stipulated time.

4. Scope of Work

The selected bidder(s) shall supply the stationery items with the specifications and quantity mentioned in the purchase order, to our centers within the specified time line after confirmation of the proofs from our Head Office, Chittoor.

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5. Quality of Materials

The quality of the paper shall be as per the specifications given by the Bank **and the sample approved by the bank before supply**. Any deviation in the quality of paper will not be accepted.

6. Obtaining Information related to execution of work

No claim by the Printers/Bidders for additional payment shall be entertained which is consequent upon failure on his part to obtain correct information as to any matter affecting the execution of the work nor any misunderstanding or the obtaining incorrect information or the failure to obtain correct information relieve him from any risks or from the entire responsibility for the fulfillment of contract.

7. Printers/Bidders superintendence

The Printers/Bidders shall give necessary personal superintendence during the execution of the works.

8. Adoption of Pre-Contract Integrity Pact

- I. The Pact essentially envisages an agreement between the prospective bidders and the Bank, committing the persons / officials of both sides, not to resort to any corrupt practices in any aspect / stage of the contract.
- II. Only those bidders, who commit themselves to the above pact with the Bank, shall be considered eligible to participate in the bidding process.
- III. The Bidders shall submit signed Pre-Contract integrity pact as per the enclosed format.
- IV. Those Bids which are not containing the above are liable for rejection.
- V. Bidders should disclose the payments to be made by them to agents / brokers or any other intermediary.
- VI. Bidders should disclose any transgressions with any other company that may impinge on the anti-corruption principle.
- VII. Pre-Contract Integrity Pact in respect to this contract would be operative from the stage of invitation of the Bids till the final completion of the contract.
- VIII. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.
- IX. The Pre-Contract Integrity Pact Agreement submitted by the bidder during the Bid submission will automatically form the part of the Contract Agreement till the conclusion of the contract i.e. the final payment or the duration of the Warranty /Guarantee/AMC if contracted whichever is later.
- X. Integrity Pact, in respect of a particular contract would be operative stage of invitation of bids till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.
- XI. Pre-Contract Integrity Pact shall be signed by the person who is authorized to sign the Bid.



XII. The Name and Contact details of the Independent External Monitor (IEM) nominated by the Bank are as under:

1. Shri. Dilip Vithoba Sonipipare, IOFS (Retd.)
Plot Num: 236, Yashoda Nagar,
Khat Road, Bhandara, Maharastra – 441904
Ph: 9423118793.
2. Shri Ahmed Javed,
Flat Num 902, Saikrupa Hill View,
Golf Course Road, Sector – 12,
Kharaghar, Navi Mumbai - 410210
Ph: 9821058152

9. Special Instructions

- i. The work should be carried out in truly professional manner, neatly finished with proper line. Finishing of the job is of utmost importance. Hence the job should be done most carefully with best workmanship. For all samples should be approved from the owner before completely executing the work.
- ii. Any item found to be having been executed with poor workmanship materials of inferior quality then the Printers/Bidders shall have to rectify/reprint the work as specified by Owner/ No extra charge will be admissible in such case.

Place:
Signature of bidder with seal

Place: Chittoor
Signature of the General Manager



Mandatory information –Technical bid for Printing & Stationery

(To be furnished on the letterhead of the applicant)

Important

1. **The Printers/Bidders, should submit their Bid in Printed Form only and is to be signed and stamped on each page.**
2. The **Printers/Bidders** and who intend to apply for more than one trade have to apply for each trade separately.
3. **Attach copies of the supporting documents**
4. Attach extra sheets with Sr. No if the space found insufficient.
5. Applications of those agencies who do not furnish above information will be summarily rejected.

1.1	Name of the applicant / organization	
1.2	Address of the RegisteredOffice	
1.3	Address of office at Head Office. (With Phone Nos, Fax Nos & Email ID & Contact Person) and address ofoffice Chittoor	
1.3.1	Contact no.	
1.3.2	Fax no.	
1.3.3	Email id	
1.3.4	Contact Person	
2	Year of establishment	
3	Type of the organization (Whether sole proprietorship, Partnership, Private Ltd. or Ltd. Co. etc.) (Enclose certified copies of documents as evidence)	



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4	Name & qualification of the Proprietor / Partners /Directors of the Organization / Firm a) b) Enclose certified copies of document as evidence	
5	Details of registration – Whether Partnership firm, Company, etc. Name of Registering Authority, Dateand Registration number. Enclose certified copies of document as evidence	
6	Whether registered with Government / Semi – Government / Municipal Authorities of any other Public Organization and if so, in which class and since when? (Enclose certified copies of document as evidence)	
7	a. No. of years of experience in the field and details of work in any otherfield. b. Whether ISO certified, furnish the Details.	
8	Area of business activities other than Printing, if any, and place of business.	
9	Registration of firm under Shop & Establishment Act 1948	
10	Address of Head office through which the proposed work of the Bank will be handled	
10.1	Name & Designation of officer in charge.	
11	Annual turnover of the organization during last 3 years (year wise) (Avg. turnover of last 3 years as per the respective category supported by the audited balance sheet and Profit &	

	Loss A/c (Audited) for the last – 3- years.	
11.1	Average turnover in FY	
11.2.1	2020-21	
11.2.2	2021-22	
11.2.3	2022-23	
12	Name & Address of Bankers	
13	Enclose copy of latest income tax clearance certificate.	
14	PAN No.	
15	Details of registration	
16	Service Tax/GST Registration No.	
17	Detailed description and value of works done and works on hand	
18	Empanelment with other Companies/PSUs	
19	Furnish the names of –2- responsible persons along with their designation, address, Tel.No. etc., for whose organization, you have completed the above-mentioned jobs and who will be able to certify about the performance of your organization.	
20.1	Name	
	Address	
	Contact no.	
	Email id	

	Organization	
20.2	Name	
	Address	
	Contact no.	
	Email id	
	Organization	
21	Whether any Civil Suit / litigation arisen in contracts executed / beingexecuted during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation. Give name of court, place, and status of pending litigation.	Attach a separate sheet if required.
22	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else anylitigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
23	Have you been ever disqualified or levied penalty by the bank in past for non fulfillment of the contractual obligations. If yes, please provide details.	
24	Have you in past carried out any works for SAPTAGIRI Grameena Bank or its subsidiaries? If yes, give details.	
25	GST Number	

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of SAPTAGIRI GRAMEENA BANK in selection of VENDORS will be final and binding to me / us.
4. I / We have read the instructions appended to the pro-forma and I / we understand that if any false information is detected at a later date the pre-qualification shall be cancelled at the discretion of the bank.

Place:
Date:

SIGNATURE OF THE VENDOR
NAME & DESIGNATION
SEAL OF ORGANISATION



FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD
DECLARATION ACCEPTING TERMS AND CONDITIONS OF THE TENDER

Date_____

To

**The General Manager,
Saptagiri Grameena Bank,
Head Office, Vishal Mart,
3rd Floor, Vellore Road,
Chittoor 517002**

Dear Sirs,

Ref. TENDER FOR PRINTING AND SUPPLY OF STATIONERY ITEMS

We, the undersigned have examined the above-mentioned Tender document, including amendment/corrigendum no., dated____(if any), the receipt of which is hereby confirmed. We now undertake to execute the works in conformity with your above-referred document for the sum as finalized after tendering process, attached herewith in a separate envelope and made part of this tender.

If our tender is accepted, we undertake to execute the works mentioned above, in accordance with the time schedule specified in the tender document

We further confirm that, if our tender is accepted, we shall provide you with a security deposit of required amount in an acceptable form, for due performance of the contract. We agree to keep our tender valid for the period mentioned in the tender. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender document, including amendment/ corrigendum if any

(Signature & seal with date)

(Name and Designation) Duly authorized to sign Tender for and on behalf of
M/s. _____

Place:

Date:



FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION

UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT

From

.....

DECLARATION

I/we.....hereby declare that our firms/company is not blacklisted/debarred/no litigation pending with the Nationalized/PSUs/PSBs/State/Central Government any other agency for which we have executed /undertaken the works /services during the last 03 (three) years.

If the information is found to be incorrect during the tender/execution of the project, we will be liable for legal action, forfeiture of EMD and the pending bills for payment.

For _____

Authorized signatory
Date:



PRE-CONTRACT INTEGRITY PACT

Between

Saptagiri Grameena Bank hereinafter referred to as "The Bank"

And

..... **Hereinafter referred to as "The Bidder/Contractor"**

Preamble

The Bank intends to award, under laid down organizational procedures, contract/s for (Name of the RFP). The Bank values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidders(s) and/ or Contractor(s).

In order to achieve these goals, the Bank will appoint an independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Bank

1. The Bank commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - a) No employee of the Bank, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Bank will, during the tender process treat all Bidder(s) with equity and reason. The Bank will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c) The Bank will exclude from the process all known prejudiced persons.
 - d) Undertaking by the authority that officials won't demand or accept bribes, kickbacks, gifts, facilitation payments, etc., with appropriate administrative, disciplinary, civil or criminal sanctions in case of violation.
2. If the Bank obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Bank will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitment of the Bidder(s)/Contractor(s)

1. The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Bank's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- b. The Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act: further, the Bidder (s) / Contractor (s) will not use improperly, for purpose of competition or personal gain, or pass on to others, any information or documents provided by the Bank as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder (s) / Contractor (s) of foreign origin shall disclose the name and address of the Agents/Representatives in India, if any. Similarly, the Bidder(s)/Contractor (s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder (s) / Contractor Further as mentioned in the Guidelines, all the payments made to the Indian Agent/Representative have to be in Indian Rupees only.
- e. The Bidder (s) / Contractor (s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f. Bidders shall not approach the Courts while representing the matters to IEMs and he / she will await the decision in the matter.
- g. Undertaking by each bidder that it has not paid and will not offer or pay any bribes, kickbacks, facilitation payments, gifts, etc., in order to obtain or retain a contract; along with the appropriate contractual, administrative civil or criminal sanctions in case of violation.
- h. An undertaking by each bidder that it has not colluded and will not collude with other bidders in order to rig or influence the tender process in any way.
- i. An undertaking by each bidder to disclose to the authority and the monitor all payments made, or promised, in connection with contract in question to anybody (including agents and other middlemen). This refers to payments made directly as well as indirectly through family members, etc.
- j. The explicit acceptance by each bidder that the no-bribery commitment and the disclosure obligation as well as the corresponding sanctions, remain in force for the winning bidder until the contract has been fully executed.
- k. The explicit acceptance by each bidder that it will have to provide the same IP undertakings from all its subcontractors and joint-venture partners.
2. The Bidder (s) / Contractor (s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

3. The Bidder(s)/Seller(s) shall ensure compliance of the provisions of this Integrity Pact by its sub-supplier(s)/ sub-contractor(s), if any. Further, the Bidder/Seller shall be held responsible for any violation/breach of the provisions by its sub-supplier(s)/sub-contractor(s). Agents/Agency Commission: The Seller/Bidder confirms and declares to the buyer that the Seller/Bidder is the original manufacturer or authorized distributor /stockist of original manufacturer or Govt. Sponsored / Designated Export Agencies (applicable in case of countries where domestic laws do not permit direct export by OEMS) of the stores and / or Services referred to in this tender/offer / contract / Purchase order and has not engaged any individual or firm, whether Indian or Foreign whatsoever, to intercede, facilitate or in any way to recommend to Buyer or any of its functionaries, whether officially or unofficially, to the award of the tender / contract / purchase order to the Seller/Bidder; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller/Bidder agrees that if it is established at anytime to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller/Bidder has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract / purchase order, the Seller/Bidder will be liable to refund that amount to the Buyer. The Seller will also be debarred from participating in any RFQ / Tender for new projects /program with Buyer for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract / Purchase order either wholly or in part, without any entitlement or compensation to the Seller/Bidder who shall in such event be liable to refund agents /agency commission payments to the buyer made by the Seller/Bidder along with interest at the rate of 2% per annum above LIBOR (London Inter Bank Offer Rate) (for foreign vendors) and Base Rate of SBI (State Bank of India) plus 2% (for Indian vendors). The Buyer will also have the right to recover any such amount from any contracts / Purchase order concluded earlier or later with Buyer.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder (s) / Contractor (s), before award or during execution has committed a transgression through a violation of Section 2, above or any other form such as to put his reliability or creditability in question, the Bank is entitled to disqualify the Bidder (s) / Contractor (s) from the tender process.

Section 4 – Compensation for Damages

1. If the Bank has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Bank is entitled to demand and recover the damages equivalent to Earnest Money Deposit /Bid Security.
2. If the Bank has terminated the contract according to Section 3, or if the Bank is entitled to terminate the contract according to Section 3, the Bank shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to performance Bank Guarantee.

Section 5 – Previous Transgression

1. The Bidders declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti- corruption approach or

with any other Public Sector Enterprises in India that could justify his exclusion from the tender process.

2. The Bidder agrees that if he makes incorrect statement on this subject, bidder is liable to be disqualified from the tender process or the contract, if already awarded, is liable to be terminated for such reason.
3. The imposition and duration of the execution of the bidder will be determined by the bidder based on the severity of transgression.
4. The Bidder/Contractor acknowledges and undertakes to respect and uphold the Bank absolute right to resort to and impose such exclusion.
5. Apart from the above, the Bank may take action for banning of business dealings/holiday listing of the Bidder/ Contractor as deemed fit by the Bank.
6. If the Bidder/Contractor can prove that he has resorted/recouped the damage caused by him and has implemented a suitable corruption prevention system, the Bank may, at its own discretion, as per laid down organizational procedures, revoke the exclusion prematurely.

Section 6 – Equal treatment of all Bidders/Contractors/Sub- Contractors

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all sub- contractors a commitment in conformity with this Integrity Pact, and to submit it to the Bank before contract signing. The Bidder(s)/Contractor(s) shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Sub- contractors/Sub- vendors.
2. The Bank will enter into agreement with identical conditions as this one with all Bidders/Contractors.
3. The Bank will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidder(s) /Contractor(s) /Sub contractor(s)

If the Bank obtains knowledge of conduct of a Bidder, Contractor or Sub- contractor or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or of the Bank has substantive suspicion in this regard, the Bank will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor / Monitors

1. The Bank appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidders/Contractors as confidential. He reports to the Authority designated by the Bank.
3. The Bidder(s)/Contractor(s) accept that the Monitor has the right to access without restriction to all Project documentations of the Bank including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidders)/Contractors(s)/Subcontractors(s) with confidentiality.

4. The Bank will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Bank and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Bank and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Authority designated by the Bank, within 8 to 10 weeks from the date of reference or intimation to him by the Bank and, should the occasion arise submit proposals for correcting problematic situations.
7. If the Monitor has reported to Authority designated by the Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Authority designated by the Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
8. The word '**Monitor**' would include both singular and plural.

Section 9 – Pact Duration

- This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded on whomsoever it may be.
- If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Bank.

Section 10 – Examination of Books of Accounts

In case of any allegation of, violation of any provisions of this Integrity Pact or payment of commission, the Bank or its agencies shall be entitled to examine the Books of Accounts of the Bidder and the Bidder shall provide necessary information of the relevant financial documents in English and shall extend all possible help for the purpose of such examination.

Section 11 – Other provisions

1. This agreement is subject to Indian Law, Place of performance and jurisdiction is the Head Office of the Bank, i.e. Chittoor.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a Consortium, this agreement must be signed by all partners or Consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by Board resolution.
4. Should one or several provisions of this agreement turn out to be invalid, the reminder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.



6. Any dispute or difference arising between the parties with regard to the terms of this Agreement/Pact, any action taken by the Bank in accordance with this Agreement/Pact or interpretation thereof shall not be subject to arbitration.

Company Code of Conduct

Bidder(s) / Contractor(s) also has a code of conduct (clearly rejecting the use of bribes and other unethical behavior) and a compliance program for the implementation of the code of conduct throughout the company.

Sanctions for Violation

If the Bidder(s)/Seller(s), before award or during execution has committed a transgression through a violation of Clause 5, above or in any other form such as to put his reliability or credibility in question, the Buyer is entitled to disqualify the Bidder(s)/ Seller(s) from the tender process or take action as per the procedure mentioned here in below:

- i) To disqualify the Bidder/Seller with the tender process and exclusion from future contracts.
- ii) To debar the Bidder/Seller from entering into any bid from Buyer for a period of two years.
- iii) To immediately cancel the contract, if already signed / awarded without any liability on the Buyer to compensate the Bidder/ Seller for damages, if any. Subject to Clause 5, any lawful payment due to the Bidder/Seller for supplies effected till date of termination would be made in normal course.
- iv) To encash EMD/Advance Bank Guarantees/Performance Bonds/ Warranty Bonds, etc. which may have been furnished by the Bidder / Seller to the extent of the undelivered Stores and / or Services.

If the Buyer obtains knowledge of conduct of a Bidder/ Seller or of an employee or a representative or an associate of a Bidder / Seller which constitutes corruption, or if the Buyer has substantive suspicion in this regard, the Buyer will inform to its Chief Vigilance Officer.

Compensation for Damages

If the Buyer has disqualified the Bidder(s) / Seller(s) from the tender process prior to the award according to Clause 8, the Buyer is entitled to demand and recover the damages equivalent to Earnest Money Deposit in case of open tendering.

If the Buyer has terminated the contract according to Clause 8, or if the Buyer is entitled to terminate the contract according to Clause 8, the Buyer shall be entitled to encash the advance bank guarantee and performance bond/ warranty bond, if furnished by the Bidder / Seller, in order to recover the payments, already made by the Buyer for undelivered Stores and / or Services.

Price Fall Clause

The Bidder undertakes that it has not supplied/ is not supplying same or similar product/systems or subsystems at a price lower than that offered in the present Bid in respect of any other Ministry/Department of the Government of India or PSU or Coal India Ltd and its subsidiaries during the currency of the contract and if it is found at any stage that same or similar product/ Systems or Subsystems was supplied by the Bidder to any other Ministry / Department of the Government of India or a PSU or any Public Sector

Bank at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Buyer, if the contract has already been concluded.”

The parties hereby sign this Integrity Pact aton

(For & On behalf of the Bank)

(For & On behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place -----

Place -----

Date -----

Date -----

So signed and submitted the



PART II - PRICE BID**(To be submitted in sealed envelope marked "Envelope No. 2- Price Bid")**

Quote only 1 unit cost

N o	Item Description	Type	Specification	Size	Required Quantity	Unit Cost (in Rs.)	GST/ IGST (in Rs.)	Total Cost (in Rs.)
1	SB Pass Books	Book	Grade A 170 GSM art paper for cover both side pages Grade A 90 GSM white map litho paper for inner sheets 32 page printing. 100 books tied with thread packed in one paper pack.	19*9 Centi Meters	200000			
2	ADD On Forms	Form	Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	250000			
3	CIF Forms	Form	Grade A 70 GSM, white map litho paper, printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	180000			
4	Application for JL	Form	Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	400000			
5	SRBJL Declaration forms	Form	Grade A 70 GSM, white map litho paper, total 2 pages ,printing in 2 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle.	A4	300000			

6	JL identity cards (Yellow Colour)	Card	Grade A 70 GSM, west coast azure laid, total 1 pages, printing in 1 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	8.8*21.5 Centi Meters	300000			
7	JL identity cards (Pink Colour)	Card	Grade A 70 GSM, west coast azure laid, total 1 pages, printing in 1 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	8.8*21.5 Centi Meters	200000			
8	JL Control Register	Register	Grade A 70 GSM, White map litho paper, total 200 Pages+ 2 sides extra per register, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Jewel control Register" Branch Name _____ From _____ to _____	1/4 DFC	300			
9	JL Advance register	Register	Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " JL Advance Register" Branch Name _____ From _____ to _____	1/4 DFC	400			
10	SHG Booklet	Book	Total 32 (4+16+12) pages (with Cover page). Cover page -card board paper and 16 inner pages 70 GSM White map litho Paper and 12 pages 70 GSM west coast azure laid, Packing- every 50 books tied with plastic thread.	A4	40000			



11	F 192 PAY IN SLIP (White) pads	Pad	Grade A 70 GSM White Map litho paper - 100 leaves in each book Front & Back printing - Binding: Top and bottom covered with brown sheet – Perforation to be done for counterfoil.	1/8 demy	50000			
12	F 192 PAY IN SLIP (Pink) pads	Pad	Grade A 70 GSM pink Map litho paper - 100 leaves in each book One side printing - Binding: Top and bottom covered with brown sheet – Perforation to be done for counterfoil.	1/8 demy	50000			
13	F 197 Withdrawal slip pads	Pad	Grade A 70 GSM White Map litho paper - Front & Back printing, offset with yellow color and logo, serial number printing – every 100 leaves in one book Top and bottom covered with brown sheet.	17*9 Centi Meters	40000			
14	F 194 Voucher pads	Pad	Grade A 70 GSM, white map litho paper, printing in 1 page, offset with bank logo one side as per specimen, size as per specimen, 100 forms in each pad, Binding- top and bottom with brown paper, packing – every 20 pads tied with plastic thread.	19*11 Centi Meters	60000			
15	RIP Covers	Cover	Plastic cover with top open. One side printing with bank logo and matter- Specifications and printing as per specimen matter may vary.	26*18 Centi Meters	100000			
16	RD/VRD Cards with plastic cover	Card & Plastic cover	10.1 kg seshasayee board, No of pages2, printing offset with bank logo front and back, 100 cards tied with rubber band. Printing as per specimen, every card to be placed in plastic cover as per specimen.	17.50* 13.70 Centi Meters	40000			



17	Cash Balance Register	Register	Grade A 70 GSM, Azurlaid west coast paper , total 300 Pages per register with numbering, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Cash Balance Book" Branch Name _____ From _____ to _____	1/4 demy	350			
18	Cash Control register	Register	Grade A 70 GSM, White map litho paper, total 300 pages per register with numbering, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Cash Control Register" Branch Name _____	1/4 DFC	300			
19	Nomination register (Deposits)	Register	Grade A 70 GSM, White map litho paper, total 200 Pages, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Nomination Register (Deposits)" Branch Name _____ From _____ to _____	1/4 demy	400			
20	Document Execution Register	Register	Grade A 70 GSM, Azur laid west coast paper , total 200 pages + 2 sides extra per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with " Document Execution Register" Branch Name _____ From _____ to _____	1/4 demy	300			



21	Staff Movement Register (SMR)	Register	Grade A 70 GSM, White map litho paper, total 200 Pages(original Duplicate with perforation), Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "STAFF MOVEMENT REGISTER" Branch Name _____ From _____ to _____	1/4 DFC	100			
22	LAD Advance Registers	Register	Grade A 70 GSM, White map litho paper, total 200 Pages+ 2 sides extra per register, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "LAD Advance Register" Branch Name _____ From _____ to _____	1/4 DFC	100			
23	LAD Identity cards	Card	10.1 Kg colour board (Green color), printing 1 side off set with bank logo, every 50 cards tied with rubber band.	10*7 cm	20000			
24	Key Movement register	Register	Grade A 70 GSM, Azur laid west coast paper , total 200 Pages per register with numbering, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Key Movement Register" Branch Name _____ From _____ to _____	1/8 DFC	100			

25	Attendance Register	Register	Grade A 70 GSM, Azur laid west coast paper , total 36 folios + 2 sides extra per register, Printing and matter as per specimen, binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "Attendance Register" Branch Name _____ From _____ to _____	1/4 DFC	200			
26	AOD pads	Pad	Grade A 70 GSM, west coast azure laid, total 2 pages, printing in 2 pages -offset with bank logo, Front & Back printing. 100 forms in each pad, bottom ½ lb straw board and top brown flop.	A4	2000			
27	Assets & Liabilities Pads	Pad	Grade A 70 GSM, white map litho paper, total 2 pages, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms in one pad, binding: bottom ½ lb straw board and top brown flap.	A4	3000			
28	Credit Report pads	Pad	Grade A 70 GSM, white map litho paper, printing in 2 page, offset with bank logo back and back as per specimen, 100 forms in one pad, binding: bottom ½ lb straw board and top brown flop	A4	3000			
29	KCC applications	Form	Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	60000			
30	KCC Annexure	Form	Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing. 100 forms tied with paper belt	A4	60000			



31	D 57 Letter of guarantee	Form	Grade A 70 GSM west coast azure laid, total 4 pages, printing In 4 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt	A4	50000			
32	D-68 (Agreement for hypothecati on of crops)	Form	Grade A 70 GSM west coast azure laid, total 4 pages, printing in 4 pages -offset with bank logo, Front & Back printing.100 forms tied with rubber bands two sides	A4	50000			
33	D-101 Agreements	Form	Grade A 70 GSM west coast azure laid, total 8 pages, printing In 8 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt	A4	30000			
34	D1 single DPN Pads	Pad	Grade A 70 GSM, west coast azure laid, total 1 pages, printing in 1 page, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	20.50*1 6.50 Centi Meters	1500			
35	D2 DPN [J/s] Pads	Pad	Grade A 70 GSM, west coast azure laid, total 1 pages, printing in 1 page.100 forms in each pad, bottom ½ lb straw board and top brown flop	A4	300			
36	D-7 Letter of Authorizatio n pads	Pad	Grade A 70 GSM, white map litho paper, total 2 pages, printing in 2 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	20.50*1 6.50 Centi Meters	2000			
37	Death claim forms	Form	Grade A 70 GSM, white map litho paper, printing in 12 page, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	5000			

38	Documents Delivery letter pads	Pad	Grade A 70 GSM, white map litho paper, total 1 pages, printing in 1 pages -offset with bank logo, Front & Back printing.100 forms in each pad, bottom ½ lb straw board and top brown flop	20.50*1 6.50 Centi Meters	2000			
39	APY Application Form	Form	Grade A 70 GSM, white map litho paper, printing in 1 page, offset with as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	30000			
40	PMJJBY Original Enrolment Form (Consent cum Declaration form)	Form	Grade A 70 GSM, white map litho paper, total 4 pages ,printing in 3 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	50000			
41	PMSBY Original Enrolment Form (Consent cum Declaration form)	Form	Grade A 70 GSM, white map litho paper, total 4 pages ,printing in 3 pages, offset with bank logo back and back as per specimen, 100 forms tied with paper belt , packing – every 1000 forms tied with plastic thread as bundle	A4	50000			
42	Locker applications	Form	Grade A 70 GSM white Map litho paper, total 4 pages, printing in 4 pages-offset with bank logo, Front & Back printing.100 forms tied with paper belt	A4	5000			
43	Locker Agreements	Form	Grade A 70 GSM, west coast azure laid, total 8 pages, printing in 8 pages -offset with bank logo, Front & Back printing.100 forms tied with paper belt	A4	5000			



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44	100 Pages Registers	Register	Grade A 70 GSM, White map litho paper, total 100 Pages+ 2 sides extra per register, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "_____ Register" Branch Name _____ From _____ to _____	1/4 DFC	500			
45	200 Pages registers	Register	Grade A 70 GSM, White map litho paper, total 200 Pages+ 2 sides extra per register, Printing and matter as per specimen, Binding: Top & Bottom 2 lb Kapardia straw board marble Cover and corner with calico stiff core binding & label with "_____ Register" Branch Name _____ From _____ to _____	1/4 DFC	500			
46	Plastic Files/ folders	File/ folder	FS Legal Size Envelope Document Certificates File with our Bank logo and Name	FS Legal	100			

**SIGNATURE OF TENDERER WITH SEAL
(Affix Office Stamp)**

