

**Request for Proposal (RFP) For
Empanelment of Printers for Printing of Stationery**



S.No	Particulars	Detail
1.	Issuing date for RFP	19-08-2017
2.	Last date and time for submission	08-09-2017 up to 17.00 Hrs
3.	Date and Time of opening Technical Bid	13-09-2017 16.00 Hrs
4.	Place of submission & opening of Bids	Baroda Rajasthan Kshetriya Gramin Bank Head Office Plot 2343, IInd Floor, Vaishali Nagar, Ajmer, 305004
5.	Address for communication	Baroda Rajasthan Kshetriya Gramin Bank Head Office Plot 2343, IInd Floor, Vaishali Nagar, Ajmer, 305004

1. INTRODUCTION

Baroda Rajasthan Kshetriya Gramin Bank is one of the largest Rural Bank in Rajasthan with more than 814 Branches/Offices geographically located all across 21 Districts AJMER, ALWAR, BANSWARA, BARAN, BHARATPUR, BHILWARA, BIKANER, BUNDI, CHITTORGARH, CHURU, DAUSA, DHOLPUR, DUNGERPUR, JHALAWAR, JHUNJHUNU, KARALI, KOTA, PRATAPGARH, SIKAR, SAWAIMADHOPUR and TONK of Rajasthan.

Baroda Rajasthan Kshetriya Gramin Bank invites technically complete proposal from reputed bidder for empanelment of vendor for Printing and supply Bank Stationary.

2. SCOPE OF WORK

- a) Successful bidder will be empanelled for the period of 3 year or up to the up to the date of finalising next empanelment list.
- b) Successful bidder will have to printing and Supply of Stationery at Regional Office/Head Office as per Bank requirement/Purchase Order.

3. ELIGIBILITY CRITERIA FOR PRINTERS

The panel for printing of bank's stationery items and binding works supply Eligibility Criteria:

- 1.The printers who intend to apply for empanelment should have the experience of successfully completing similar works for Banks job during last 3 years.
2. Have a well-established office.
3. Be an Income Tax assesses from last 3 years.
4. Have registration with GST No and commercial tax department with valid registration number.
- 5.Firm Should have Average 50 Lakhs Turnover per year for last 3 years.
6. Firm should have Profit earning from last 3 years.
7. Firm should present solvency certificate issued by any schedule Bank.
8. Firm should have experience of printing and supplying of stationary in minimum 3 Banks/Financial Institutes.
- 9.Firm should not be blacklisted by any Organisation.
- 10.Firm should have valid PAN,TIN and GST No.
- 11.Firm should have valid license from appropriate authority.

4. GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

- 1) h
e empanelment of printers for supplying of bank's stationery items. Generally, the routine works of the Bank are awarded / procurements are made inviting competitive tenders / quotations from the empanelled printers However, the Bank has the right to award the work from any of the empanelled, opt for open tendering process for any stationery items.
- 2) C
ompetitive tenders / quotations may be invited by our Head Office/Regional Offices

situated at above mentioned places for printing of stationery items for the branches/ offices fall under their operational area. The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

- 3) N
o cost incurred by the applicants in applying, in providing necessary clarifications or attending discussions or site visits will be reimbursed by the Bank.
- 4) D
ocumentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificates shall be submitted. Incomplete applications or applications without proper proof for establishing their Credentials will be summarily rejected and no correspondence will be entertained in this regard
- 5) I
f the application is made by a partnership firm, current address of the firm and full names and current address of the partners of the firm shall accompany the application. Any supporting documents as called for by the Bank as and when requires shall be submitted by the firm.
- 6) I
f the application is made by a limited company, it should be signed by duly authorized person holding the power of attorney. Any supporting documents as called for by the Banks and when requires shall be submitted by the Company.
- 7) T
he evaluation will be made, based on the experience of the printers their financial capabilities, the printers will be empanelled. Decision of the bank regarding selection /rejection for empanelment will be final and binding and no further rejection for empanelment will be final and binding and no further correspondence will be entertained. Only the empanelled printers will be informed by post.
- 8) I
f information and details furnished by the applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank later, the empanelment of such applicant will be cancelled immediately.
- 9) A
pplications received after the due date and time/ not fulfilling the prescribed criteria are liable for rejection.
- 10) The printers having their office in the state of Rajasthan/Delhi/ Gujrat/Punjab/Haryana will be considered.
- 11) The printers should not indulge in un ethical practices, and should execute the works awarded to them as per the terms and conditions of the contract and specifications, and should co-ordinate with bank staff, for smooth completion of the works.
- 12) The printers should execute the works satisfactorily, in time, and with good quality. The Bank will have the right to demote a contractor to a lower category/ suspend business with him for any period, debar/remove his name from the approved list of printers, after

issue of a show cause notice as the case may be. Decision of the Bank will be final and binding.

- 13) All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Ajmer.
- 14) Baroda Rajasthan Kshetritya Gramin Bank reserves the right to reject any / or all the applications without as information furnished herewith in the accompanying sheets.
- 15) Security deposit amount is Rs.50000.00 only.
- 16) The printing machines Processing & plate-making arrangement, Binding equipment as per latest technology.
- 17) Already empanelled printers must be apply for the new empanelment.
- 18) Preference will be given to printers having experience of printing Bank's stationery.

5. निविदा की अन्य शर्तें :-

1. निविदाकर्ता अपनी निविदा सीलबन्द लिफाफे में प्रेषित करें जिस पर “**बैंक की स्टेशनरी मुद्रण हेतु मुद्रको को सूचीबद्ध करने के लिए निविदा** अंकित हो।
2. आवेदन पत्र के साथ सभी सूचनाएं व आवश्यक दस्तावेजों की प्रति मुहरबंद लिफाफों में प्रेषित की जावें।
3. अंतिम दिनांक के पश्चात प्राप्त एवं अधूरी व शर्तो सहित निविदा स्वीकार नहीं की जायेगी।
4. निर्धारित दिनांक तक प्राप्त निविदाओं की अहर्ता व तकनीकी रूप से योग्यता की जाँच की जावेगी। बैंक द्वारा अन्य विभिन्न मापदण्डों के आधार पर तकनीकी रूप से योग्य पायी गयी निविदाओं की फर्मों को ही सूचीबद्ध किया जावेगा।
5. **आपूर्त स्टेशनरी** की पैकिंग इस प्रकार की होगी कि वह सुरक्षित व बगैर नुकसान के गंतव्य स्थान तक पहुंच जाए।
6. विभिन्न **स्टेशनरी** के आपूर्ति आदेश बैंक की आवश्यकतानुसार दिये जावेंगे।
7. अगर क्रय आदेश के पश्चात **स्टेशनरी आपूर्ति नहीं किये जाने पर या स्टेशनरी स्वीकृत नमूने के अनुसार साइज/क्वालिटी की नहीं हुई तो माल बिना भुगतान के वापस कर दिया जाएगा।**
8. सभी विवादों का न्याय क्षेत्र अजमेर होगा।
9. बैंक को किसी भी निविदा को स्वीकार करने/निरस्त व करार अवधि के मध्य समाप्त करने का अधिकार होगा इस हेतु कारण बताना आवश्यक नहीं होगा।
10. **क्रयादेश के अनुसार स्टेशनरी की आपूर्ति निर्धारित अवधि में करवानी होगी। आपूर्ति में विलम्ब हेतु प्रति 7 दिवस की देरी पर क्रय आदेश राशि की 1 प्रतिशत पेनल्टी लगाने हेतु बैंक को अधिकार होगी जो कि क्रयादेश राशि के 10 प्रतिशत तक लगायी जा सकती है।**
11. क्रयादेश/स्टेशनरी की आपूर्ति व बिल प्रस्तुतिकरण व पत्राचार आदि में डाक या अन्य कारणों से देरी हेतु बैंक उत्तरदायी नहीं होगा। स्टेशनरी की आपूर्ति नियत स्थान व समय पर करने की जिम्मेदारी आपूर्तिकर्ता की होगी।
12. कार्य समय पर पूर्ण नहीं करने, गुणवत्ता में कमी रहने अथवा दिये गये मापदण्डों के अनुरूप आकार/प्रकार नहीं होने पर बैंक स्टेशनरी की आपूर्ति अस्वीकार कर सकता है। इस संबंध में बैंक का निर्णय अंतिम एवं मान्य होगा।
13. शाखाओं/क्षेत्रीय कार्यालयों के पते बैंक की वेबसाइट **www.brkgb.com** पर उपलब्ध है।
14. निविदा के प्रत्येक पेज पर कंपनी/फर्म की सील एवं प्राधिकृत अधिकारी के हस्ताक्षर होने चाहिए।

15. स्टेशनरी की आपूर्ति क्रयादेश के अनुसार एफओआर डिलीवरी, सुरक्षित व संबंधित कार्यालय/शाखा द्वारा बताए स्थान पर करनी होगी।
16. तकनीकी निविदा अनेक्जर-II में वर्णित सूचनाओं के सन्दर्भ में प्रमाणस्वरूप सभी आवश्यक दस्तावेजों की स्वहस्ताक्षरित प्रतियां संलग्न करें।
17. अमानत राशि रु 50000 का डिमान्ड ड्राफ्ट "बडौदा राजस्थान क्षेत्रीय ग्रामीण बैंक, अजमेर" के नाम देय तकनीकी निविदा के साथ संलग्न कर भिजवाएं।

महाप्रबन्धक

Application FORM **Annexure-I**
(TO BE FILLED IN AND SIGNED BY THE PRINTERS)

1. I/ we have read the instructions appended to the proforma and I/ we understand that if any false information is detected at a later date, any future contract made between ourselves and Baroda Rajasthan Kshetriya Gramin Bank, on the basis of the information given by me/us can be treated as invalid by the Bank.
2. I/ we agree that the decision of Bank in selection of tenderers will be final and binding on me/us.
3. All the information furnished in the attached proforma is correct to the best of my/our knowledge.
4. I/ we also agree that I/We have no objection if enquiries are made about themy/our knowledge works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
5. I/We bound for Confidence maintain with bank.

Signature of Authorized Signatory

Name of Signatory:

Designation:

Seal of Company

Date: _____

Place: _____

Technical Bid

Annexure II

(TO BE FILLED IN AND SIGNED BY THE PRINTER'S)

1.		Name of organisation with complete Address & Telephone No. (Attach KYC Document)	:	
2.	a	Type of organisation (whether Sole Proprietor-ship, Partnership, Private Ltd., Limited or Co-operative body etc. (Attach KYC Document)	:	
	b	Name and Address of the Proprietor/Partners of Directors in the organisation (Attach KYC Document) 1. 2. 3. 4.	:	
	c	Other Managerial Personnel	:	
3.	a	Registration No.	:	
	b	Commercial Tax Registration No. date and authority	:	
	c	Permanent Account No. of Income Tax	:	
	d	GST No	:	
	e	Bank's Details- A/c No, Bank, Branch with IFSC code	:	
4.		Stationary Printing experience In Years	:	
5.		Business activities other than the type of work applied for (Pl. specify)	:	
6.		Name/s of Banker/s and their address/es	:	

7.	Reference of two reputed persons	:	1. 2.
8.	Capital – 31.03. 17	:	
	Sale – 31-03-17		
	Profit & Loss – 31.03.17 (Please attach audited copies of Balance sheet and Profit & Loss A/c) for last three years		
9.	Details of infrastructure available for ensuring quality and timely execution of work orders.	:	
10.	Particulars of Bank printing job executed during last three years.	:	
11.	Is any staff member of the Bank related to the Proprietor/Partners or Directors? If so, please mention the name/s.	:	
12.	Other institution's name where empanelled.	:	
13	Experience of Stationary printing for Bank/Financial Institute in years		
14.	Detail of Solvency Certificate		
15	Whether you have Black Listed from any Institute for printing of stationary		
16	Whether Valid Licence taken from appropriate authority		
17	Whether fulfil all criteria for this bid		
18.	Details of Security Deposit	:	D.D. No. dated Amount Rs. Bank----- Payable at

Signature of Authorized Signatory

Name of Signatory:

Designation:

Seal of Company

Date: _____

Place: _____