

PRINTING OF REGISTERS - II

Limited E-Tender

Technical Bid

This document consists of the following:

- a. Notice Inviting Tender (E-Tender) from Empaneled Printers / Suppliers.
- b. General Rules and Instructions to the Empaneled Printers / Suppliers.
- c. Guidelines Related to submission of bids through E-Tender
- d. Scope, Evaluation and Specifications
- e. Application Format for Pre-Qualification
- f. Financial Bid

Indian Overseas Bank

Printing and Stationery Department

Central Office

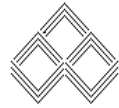
5th Floor, Annex Building

763, Anna Salai, Chennai 600 002

Phone No.044 - 2888 9312

E-mail: printing@iobnet.co.in

www.iob.in



INDIAN OVERSEAS BANK
 Printing & Stationery Department
 Central Office

Date : 20.07.2024
Enquiry No. : 04/2024-25
Due Date : 14.08.2024

To

All Empaneled Suppliers / Printers (Printers for printing and supply of vouchers, forms, passbooks, registers, etc). Other Suppliers / Vendors need not respond.

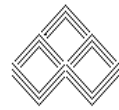
Dear Sir / Madam

Sub: Printing of Registers
Notice Inviting Tender (NIT)

E-Tenders are invited in two parts (Technical Bid and Financial Bid) from empaneled printers (Printers for printing and supply of Vouchers, Forms, Passbooks, Registers etc.) for supply of following Registers to IOB Printing and Stationery Department, Chennai;

S No.	Details	Quantity
1	R1 - Three Column Note Book	2,000
2	R5 - Cash Balance Book	3,500
3	R48 - Drawing Power Register	2,000
4	R122 - Jewel Movement Register	3,500
5	R130 - Key Register	2,500
6	R137 - Voucher Register	2,500

Signature of the bidder



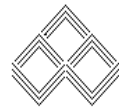
Schedule of Events

S.No	Description of Information / Requirement	Information / Requirement
1	Tender Reference Number	PSD/04/2024-25
2	Date of Issue	20.07.2024
3	Pre-bid Meeting Venue	15.00 hrs on 02.08.2024 Tender Room @ General Administration Dept. 5th Floor, Annex Building 763, Anna Salai, Chennai 600 002
4	Bid Submission Mode.	https://iobtenders.auctiontiger.net/EPROC/ Through e-tendering portal (Class II or Class III Digital Certificate with both Signing & Encryption is required for tender participation)
5	Last Date and Time for submission of bids along with supporting documents through the above e-tendering portal.	14.08.2024 on or before 15.00 hours. (End time for submission will be as per e-tendering service provider server time).
6	Date, time and venue for opening the Technical bid through e-tendering portal.	14.08.2024 on or before 16.00 hours at General Administration Department, Chennai.
7	Address for Communication / Submission of Bids	The Deputy General Manager Indian Overseas Bank Printing and Stationery Dept. 5th Floor, Annex Building 763, Anna Salai, Chennai 600 002
8	Support person and phone number for e-tender service provider for any help in accessing the website and uploading the tender documents.	e-Procurement Technologies Limited Shivam Shewaramani: 079-68136824 Shivam@auctiontiger.net 6354919566/9510813528/9328931942 Riddhi Panchal: 079-68136815 riddhi.panchal@auctiontiger.net

Yours Faithfully

Deputy General Manager

Signature of the bidder



GENERAL RULES AND INSTRUCTIONS TO THE EMPANELLED PRINTERS / SUPPLIERS

1. Indian Overseas Bank intends to print various registers for its use. E-Tenders are invited from competent Empaneled Suppliers / Printers (*Printers for printing Vouchers / Forms / Books / Registers / Magazines / Publicity Materials*), for the proposed printing and supply works.
2. Mode of submission: The bids are accepted only in the E-portal as per the details given.
3. The Technical Bid, (General conditions of tender, tender specifications) and Price bid (Bill of Quantities) shall be duly signed by the authorized signatory at every page along with company seal.
4. There should be no overwriting/corrections/omissions in the tender documents, no column should be left blank.
5. Document Fee (Rs.500/- inclusive of GST, non-refundable) and EMD (Rs.40,000/- shall be paid to the following account;

Acc. No.: 901102000641125 - IOB Utility Payment Account

IFS Code: IOBA0009011

Mention Tender Reference No. and Name of Applicant in Remitter details (PSD/04/2024-25 – Name of the applicant)

The transaction detail should be entered in the application format

Suppliers producing valid certificate from the National Small Industries Corporation Ltd are exempt from payment of Document Fee & EMD.

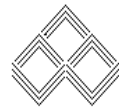
6. SECURITY DEPOSIT: The successful tenderer has to furnish Security Deposit (non-interest bearing), equal to the value of 3% of rate quoted.

The Security Deposit with the bank shall be returned only after the successful completion of the period of contract & in case of any loss to the bank due to noncompliance of the terms & condition as agreed between the parties, the Security Deposit shall be liable to be forfeited straight way and the bidder will be further liable for other loss as decided by the bank.

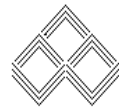
7. Sample of Paper: Self-attested Specimen of the Paper (5 sheets in A4 Size with visible watermark) that would be used for printing of the job, have to be submitted to the Bank physically, on or before the due date and time of the tender, to the following address:

The Deputy General Manager
Indian Overseas Bank
Printing and Stationery Dept.
5th Floor, Annex Building
763, Anna Salai, Chennai 600 002

The bids submitted without the samples, as above, will be summarily rejected.



8. The tenders must use only the form issued by the Bank to fill the rates. The Bill of Quantities are liable to change by addition/ deletion the quantity (10%) as per requirements, at the discretion of the Bank.
9. **Before submitting the tender, tenderers are requested to see the specimen, examine carefully the conditions of contract, availability of materials / labour/ time factor etc.**
10. The tenderer whose tender is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
11. The supplier shall maintain proper account of quantity of materials such as paper which are used in the work.
12. The Bank is not bound to accept the lowest tender and reserves the rights to reject any or all the tenderers without assigning any reasons therefore.
13. Payment Terms: No advances will be provided. Part payment against bills supported by acknowledgement / delivery challans subject to deduction of taxes, at the discretion of bank.
14. The successful vendor shall submit a self-attested certificate that, the papers used for printing is as per tender conditions and same quality for settlement of bills.
15. Bank has the right to reject the entire stock and no claim/ explanation to be entertained / accepted if paper used is less than the specified or if deviation is found.
16. The quality of Paper in registers supplied should match the sample submitted with tender. If any difference in quality is observed, the entire consignment will be rejected and supplies to be taken back by the vendor at his cost.
17. Pre-production samples to be provided and have to be approved.
18. The tender shall be valid for a period of 90 days from the date of opening of Part – A, Technical bid.
19. The quoted rates shall be all inclusive, excluding GST, i.e. base rate only. Applicable GST will be paid over and above the base rate.
20. Statutory deductions / TDS will be levied as applicable.
21. Tenderers shall quote their unconditional rate strictly as per the list of items specified. Cutting / overwriting, if any, shall be counter-signed.
22. The successful tenderer should supply the Registers **in 50 days, from the date of work order**, failing which liquidated damages would be levied.
23. **Liquidated Damages for Delay**: 1% of total value of order per week delay, subject to a maximum of 10 % of the total value of order.
24. The successful tenderer / supplier should enter into an agreement with the Bank, on a Rs.200/= Stamp Paper, as per Bank's format.
25. The successful tenderer has to shred all wastes before disposal and ensure that the Bank's logo and materials is not misused.
26. The successful tenderer shall indemnify the Bank from misuse of Bank logo.



27. Defects Liability Period. The successful tenderer shall make good any defects observed and pointed out by Bank within the defect liability period of 3 months.
28. The Courts in Chennai District, Tamil Nadu, India will have exclusive jurisdiction to entertain any litigation between the parties with regard to this tender.

Procurement from Micro, Small & Medium Enterprises (MSME):

29. Ministry of Micro, Small and Medium Enterprises, Government of India, vide their Public Procurement Policy for MSEs Order, 2012, had advised all Ministries, Departments, Central Public Sector Undertakings (CPSUs) to procure a minimum of 20% share out of the total procurement made by them, from MSEs. Policy details are available on the Government website www.dcmsme.gov.in.

Accordingly, our Bank, being a Nationalized Bank / Public Sector Bank, shall procure 20% of all procurements of Bank from MSEs. Out of this 20%, 4% is earmarked for procurement from MSEs owned by Scheduled Caste (SC) / Scheduled Tribes (ST) entrepreneurs. However, in the event of failure of such MSEs to participate in tender process or meet tender requirements and L1 price, 4% sub-target for procurement earmarked for MSEs owned by SC / ST entrepreneurs shall be met from other MSEs.

Purchase Preference:

30. In a tender, participating MSEs quoting price within band of L1+15% shall also be allowed to supply a portion of requirements by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE. Such MSEs shall be allowed to supply up to 20% of total tendered value. In case of more than one such MSE, the supply shall be shared proportionately (to tendered quantity).

Tender Benefits:

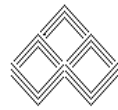
31. The units registered under Single Point Registration Scheme of National Small Industries Corporation (NSIC)/ / (Udyog Aadhaar Memorandum) under MSME Act are eligible to get the following benefits under “Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012” as notified by the Government of India, Ministry of Micro, Small & Medium enterprises, New Delhi vide Gazette Notification dated 23/02/2012.

Issue of the Tender Sets free of cost;

Exemption from payment of Earnest Money Deposit (EMD).

In tender, participating MSEs quoting price within price band of L1+15 per cent shall also be allowed to supply a portion up to 20% of requirement by bringing down their price to L1 price where L1 is non MSEs.

In order to achieve the target fixed by the Ministry, every procurement entity shall collect all the relevant details from their empaneled vendors / contractors, so that procurements from MSEs shall be accounted for. Any revision / amendment in Government Policy shall be noted from time to time for compliance.



SCOPE, EVALUATION AND SPECIFICATIONS

Indian Overseas Bank intends to print various Registers for its use. The successful tenderer should supply the registers, in 50 days to our office located at No.314, TTK Road, Alwarpet, Chennai -18 (no freight charges will be paid).

The **art work** is to be prepared by the successful tenderer / printer. The rate quoted should include art work preparation charges also.

EVALUATION OF TENDER

Technical Bid would be opened first and scrutinized. Only those Vendors / suppliers who satisfy the Technical bid alone would be shortlisted and only their Financial would be opened, at the designated date and time. The date and time of opening of Financial bid would be intimated to the participating Vendors / suppliers who are shortlisted.

Technical Bid Evaluation Criteria:

Stage 1: Preliminary Examination:

To ascertain the responsiveness of the bidders and reject those bids who have;

- Submitted tender without Application Fee
- Not submitted the tender in Bank's approved format
- Not having statutory registrations, GSTIN, TAX etc.
- Submitted unsigned / illegible tender
- Not accepted the Bank's techno-commercial conditions
- Submitted the tender with counter conditions

Only those bids that are responsive shall be subject to further processing. Bids not complying with the above would be rejected.

Stage 2: Pre-Qualification

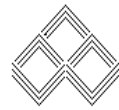
To determine the compliance of bidders with specified samples of paper. If the bidder fails to submit the specified samples of paper, then the bidder would be disqualified.

NOTE:

All Vendors / Suppliers must be registered for GSTIN, Income Tax etc., detailed in this pre-qualification document. The vendors, otherwise eligible but not registered for these statutory obligations will not be considered for shortlisting, for opening of Financial Bid. Prospective vendors to note that all payments will be made electronically as per Government guidelines.

EVALUATION OF PRICE BID

The bidder quoting the **lowest total of all the six registers** will be successful bidder.



TECHNICAL SPECIFICATIONS

I – COMMON SPECIFICATIONS

- PAPER : 80 GSM LEDGER - BALLARPUR / WEST COAST
- PRINTING : Both sides in English & Hindi in Black color
: Black and Red Ruling
- BINDING : Half bound 2 lb Arvind/Bhopal/Kapadia Straw Board.
Cloth - joined end papers should be used.
Two tapes should be used for sewing.
End paper should be sewn as a section.
Cloth should be used for back lining (Spine).
Printed label to be pasted on the front.
- FINISHED SIZE : 8 ½ "x 11" (excluding wrapper / binding)
- LABEL : Every Register should be pasted with Label Mentioning
Register Name, No, and printed details.
- PACKING : Every 10 Registers should be bundled with straps (two).

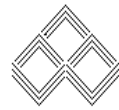
II – INDIVIDUAL SPECIFICATIONS

1. **R 1 (EH) – Three Column Notebook**

Quantity	2000 (two thousand) Registers of 200 pages each
Numbering	Each page has to be serially numbered
Binding Material	canvas and plastic marble

2. **R5 (EH) – Cash Balance Register**

Quantity	3500 (three thousand and five hundred) Registers of 320 Pages each
Numbering	Each page has to be serially numbered
Binding Material	canvas and plastic marble



3. R48 (EH) – Drawing Power Register

Quantity	2000 (two thousand) registers of 100 folios + 26 pages each
Index	Two letters to a ruled page, die cut, printed and kept at the beginning of the Book (26 Pages) Index A to Z
Numbering	Each folio has to be serially numbered
Binding Material	canvas and calico

4. R122 – Jewel Movement Register

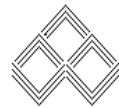
Quantity	3,500 (three thousand and five hundred) Registers of 200 Pages each
Numbering	Each page has to be serially numbered
Binding Material	canvas and plastic marble

5. R130 (EH) – Key Register

Quantity	2500 (two thousand and five hundred) Registers of 75 folios each
Numbering	Each folio has to be serially numbered
Binding Material	canvas and plastic marble

6. R137 (EH) – Voucher Register

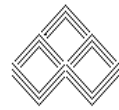
Quantity	2500 (two thousand and five hundred) Registers of 100 folios each
Numbering	Each folio has to be serially numbered
Binding Material	canvas and plastic marble



APPLICATION FORMAT

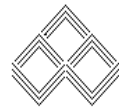
- Please fill in all particulars in the space provided for in the application form.
- The Bids would be evaluated based on Evaluation Criteria by a Committee of Officials and on prescribed date and time, the Financial Bid of those shortlisted bidders alone would be opened.
- It is the responsibility of the bidder to ensure that the bids are submitted in time.
- Bank will scrutinize the offers based on information provided in Technical Bid. Any incomplete or ambiguous terms / conditions/ quotes will disqualify the bidder and Banks decision on selection of the prospective printer is final.

1	Name of the Applicant / Firm / Company	
2	Registered Address: Address for Communication:	
3	Contact Information Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-Mail:	
4	Status of the Firm: (Please tick appropriate box)	<input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietary Firm <input type="checkbox"/> Individual
5	Name of the Proprietor / Partners / Directors with professional qualifications (if any):	

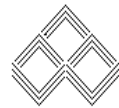


6	<p>Registration Details</p> <p>Companies/ Firm Registration Number & Date:</p> <p>Sales Tax Registration No.: Income Tax PAN, TIN:</p> <p>GSTIN.:</p> <p>Others, if any:</p>	
7	<p>Please confirm that you will supply the items as per Bank's specifications, within the time period mentioned.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
8	<p>Please mention the name (s) of the paper manufacturer, to be used for printing of the prescribed item, in this tender.</p>	
9	<p>Supplier shall quote for any or all of the above specified papers only, at the same price. Please Confirm.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
10	<p>Self-attested Specimen of paper (5 sheets in A4 size) for each and wrapper (as quoted in item 8 above and conforming to technical specifications) which will be used for printing, has already submitted to Bank. Please confirm.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
11	<p>Bank has the right to reject the</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

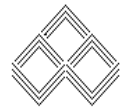
Signature of the bidder



	<p>entire stock and no claim/ explanation to be entertained / accepted if paper used is less than the specified or if deviation is found.</p> <p>Please confirm your acceptance.</p>	
<p>12</p>	<p>Defect Liability Period:</p> <p>Three months from the date of settlement of Final Bill.</p> <p>Any minor defect observed and pointed out by Bank within three months, in printing / deviation from proof etc., shall be corrected by the printer, at his cost and means. For any major defect, that would affect the image of the Bank / that would defeat the purpose of the job, the product shall be replaced at suppliers cost and means.</p> <p>Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>13</p>	<p>The successful tenderer has to furnish Security Deposit (non-interest bearing)/ Bank Guarantee from any scheduled bank other than IOB, equal to the value of 3% of rate quoted.</p> <p>The Security Deposit with the bank shall be returned only after the successful completion of the period of contract & in case of any loss to the bank due to non-compliance of the terms & condition as agreed between</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>



	<p>the parties, the Security Deposit shall be liable to be forfeited straight way and the bidder will be further liable for other loss as decided by the bank.</p> <p>Please confirm your acceptance.</p>	
14	<p>The rate shall be all inclusive, excluding GST. No separate delivery/freight/packing charges etc. will be provided. Please confirm your acceptance.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
15	<p>The successful tenderer shall shred all wastes before disposal and ensure that the Bank's logo and materials are not misused. Please confirm.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
16	<p>Please confirm that you have quoted your price only in Part B (Price Bid) and not anywhere in Part A (Technical Bid).</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
17	<p>Please confirm that you have submitted EMD and Document fee in the account provided. If exempt, then valid certificate from National Small Industries Corporation Ltd should be enclosed.</p>	<p>Document Fee <input type="checkbox"/> NSIC Certificate <input type="checkbox"/></p>
18	<p>If EMD & Document Fee is submitted,</p>	



FINANCIAL BID

S No.	Name of Register (Confirming to terms, conditions and specifications in Part A)	Qty	Rate per unit in Rs. (in figures)	Total amount in Rs. (in figures)	Total amount (in words)
1	R1 - Three Column Note Book	2,000			
2	R5 - Cash Balance Book	3,500			
3	R48 - Drawing Power Register	2,000			
4	R122 - Jewel Movement Register	3,500			
5	R130 - Key Register	2,500			
6	R137 - Voucher Register	2,500			
TOTAL					

- The rate quoted above shall be all inclusive, excluding GST. GST will be paid over and above the rate, as applicable.