

J&K Grameen Bank      Head Office, Narwal  
Near Fruit Complex, Jammu.  
180006

P:9797127377      E:pdg.hoj@jkgb.in  
P:9797200724      W:www.jkgb.in



## GENERAL ADMINISTRATIVE DEPARTMENT

Ref No : JKGB/GAD/2021- 3563

05.02.2021

### **Tender Notice for Printing & Procurement of Printed Stationery and Security Forms.**

#### **TENDER NOTICE**

“Sealed tenders are invited from registered printers (**Offset Printers only**) having experience in printing for printing/supply of bank’s stationery for the period **2021-22 & 2022-23** full financial years. The tender documents can be obtained from **General Administrative Department, Head Office, and Narwal Jammu (Near Fruit Complex)**. Interested printers can collect the tender documents during the working days from **10 AM to 2 PM**. Other details i.e. items to be printed, specification and terms and conditions will be available with the tender documents, vis a vis on the official web site of the bank [www.jkgb.in](http://www.jkgb.in) .

**Date of publication in newspaper : 06.02.2021**

**Last date of submission of Quotations : 01.03.2021 till 11 am.**

**Opening of technical Bids : 01.03.2021 4pm (Monday).**

**Opening of Commercial Bids :02.03.2021 4pm(Tuesday).**

#### **Reg: - PRINTING AND SUPPLY OF BANK STATIONERY.**

“Sealed tenders are invited from printers for the printing/supply of Bank Stationery items, detail in respect of items, size, specification, binding and paper to be used is given in the enclosed Annexure “A”. The tender should be addressed to the General Manager, J&K Grameen Bank, H.O. Narwal (Near Fruit Complex) Jammu. The last date of sale of tenders is **01.03.2021** which should reach the office of the General

Manager, HO, Narwal Jammu on or before **11 am** . The rates should be quoted on the enclosed tender form.

**TERMS AND CONDITIONS:**

The following terms and conditions will be binding on all the Bidders. These terms and conditions will also form a part of the purchase order, to be issued to the successful Bidder.

- 1. The specimen** for printing purpose of stationery items required to be supplied should invariably be seen in the office of the **HOD, General Administrative Department, Head Office, Narwal Jammu** on any working day from **10 AM to 2 PM**. The tenderers are advised not to quote rates without seeing the specimen as most of the items are to be printed in double color/both sides or to be numbered, ruled/or comprising of various leaves of forming a set.
- 2. The rates** should be quoted per single item i.e. Register/Pad/File/Set and in case of envelopes, voucher covers/Forms to be quoted per 100 including the cost of paper printing, compiling, stitching, pasting, ruling, numbering, perforation, punching, index, binding inclusive of taxes etc. and the charges levied or livable thereon to be delivered at **Bank's General Administrative Department, Head Office, Narwal Jammu**.
- 3.** Tender fees (non- refundable ) of Rs 1180 (One thousand one hundred and eighty )to be credited through NEFT only vide below mention details:
  - A/C No. : 3096010100000075
  - A/c Name: Parking account for NEFT/ RTGS
  - IFSC : JAKA0GRAMEN
- 4.** Bidders having experience of doing similar printing work with PSU/Govt./Semi Govt. Organizations/Financial Institutions having Average Annual turnover of Rs. 10 lakh p.a. during last three financial years can apply.
- 5.** Bidders should not have been blacklisted by the Deptts./ Ministries of Govt. of India/ PSUs/Autonomous Bodies/Banks etc.
- 6. Any tenderers** interested to quote rate for one or more items can quote the rate in the same tender.
- 7. Rates to be quoted should be exclusive of GST.** Rates quoted by suppliers for different items should include all taxes/carriage, Packing etc. FOR Head

Office, Narwal Jammu. Any escalation in cost of procurement material, after signing of the contract by the supplier with the bank, shall not impact the terms and conditions of the contract and the supplier shall be bound to fulfill the order at the contracted price only

8. HSN code of each items mentioned in the tender document to be provided along with rates.
9. Printer/Supplier should present the Bill with GSTIN of both parties and HSN code of each item supplied.
10. Tenderers must use paper of BILT, JK, QUANTUM, SATIA or CENTURY PAPER MILL only for printing and supplying of stationery.

11. Tenderers have to submit paper sample duly signed with gsm along with mandatory documents to be submitted with tender. Offer without the same shall be treated as cancelled.

**12. The earnest** money of **Rs.30,000/-** (Rupees Thirty thousand only) in shape of **CDR pledged to the GENERAL MANAGER, J&K Grameen Bank** should be accompanied with the tender. Any tender without CDR will out rightly be rejected by the bank. **The CDR may be of any branch of J&K Grameen Bank or any branch of Commercial Bank.** Suppliers registered with Director General of Supplies & Disposals, National Small Industries Corporation, Govt. approved sources are exempted. Tender without EMD shall be considered irresponsible and rejected. In case a successful vendor/bidder fails to supply the goods/provide services, the earnest money shall be forfeited.

**13. Performance Guarantee:** The performance guarantee shall be required to be submitted as Bank Guarantee for contracts above value of Rs. 1.00 lakh ,performance security of 10 percent of the value of contracts to be submitted by the successful bidder awarded the contract in the form of FDR or Bank Guarantee from the commercial bank which should be valid for a period of 60 days beyond the completion of all contractual obligations of the supplier including warranty. Failure of successful bidder to supply the goods/provide the services within the stipulated time shall entail invocation of performance Guarantee or forfeiture of FDR or any other form of deposit as the case may be.

**14. The contract** shall come into effect and binding on the approved printer/supplier from the date the order is placed. The supply should be made to the bank within prescribed time as shall be mentioned in the respective order/s.

**15.No tender** shall be accepted without **PAN/GSTIN** Number.

**16.TDS and GST TDS will** be deducted from all Bills at the rates prescribed by **CBDT** from time to time.

**17.The final printing** has to be taken only after approval of the proof from HOD, General Administrative Department of the bank.

**18.The rates** quoted by printer shall remain operative for **two** financial years **2021-22** and **2022-23** and Bank shall place the order for printing the stationery items as and when the stationery item/s are required/ needed.

**19.The successful** tenderers shall supply the material within the stipulated period mentioned in the order of printing the stationery, failing which a penalty **@10%** shall be imposed and if the supplier **completely fails** to carry out the contract /supply of the material within the stipulated time as mentioned in the said order, **bank shall be** at liberty to cancel his **contract henceforth** and assign the contract to **other printer whose rates fall** on **second lowest/third lowest** as the case may be to get the supplies in time and the earnest money of that **defaulting supplier** shall be forfeited without assigning any reason. Besides, the Bank shall be entitled to recover the loss/damages which the bank may incur or have incurred on account of getting the said supply from any other suppliers/printers from the defaulting printer/supplier.

**20.The payment shall be made on receipt of entire supply and verification of the printed material. No part payment of any nature shall be made by the bank at any stage.**

**21.** Bank not satisfied with the quality of goods or services of the vendor/successful bidder i.e. paper/other material used in printing, binding, packing other than the specified paper/material mentioned in the tender and defective printing found, shall cancel the contract and invoke the performance Guarantee and claim liquidated damages.

**22. The bank** reserves the right to accept/reject any tender/or all tenders without assigning any reason thereof.

**23. The conditional** tenders shall be rejected outrightly and no correspondence of any nature shall be entertained.

**24.Important-**Order shall be placed with only those printers/suppliers who have their own offset printing setup/sufficient infrastructure, registration certificate, valid declaration certificate issued by the Competent Authority, possess the technical competence ,financial resources, equipments and other physical facilities, managerial capability, reliability, experience and reputation and the personnel to perform the contract, should have legal status to enter into the procurement contract ,are not insolvent ,in receivership ,bankrupt or being wound up, their affairs are not being administrated by a court or a judicial officer, their business activities have not been suspended and they are not the subject of legal proceedings for any of the foregoing, have fulfilled their obligations to pay taxes levied by the concerned statutory authorities from time to time, have not been convicted of any criminal offence related to their professional conduct or the making false statement or misrepresentation as to their qualifications to enter into a procurement contract or have not been otherwise disqualified pursuant to administrative suspension or disbarment.

**25.** Bank shall disqualify the supplier or contractor if it finds at any time that the information submitted concerning the qualifications of the bidder/vendor/service provider was false or materially inaccurate/incomplete.

**26.Dispute:** If a dispute of any kind, whatsoever ,arises between Purchase Committee and vendor/successful bidder in connection with or arising out of the contract of supply of goods/providing of service, whether before or after the repudiation or termination of the contract, including any disagreement by either party with any action, in-action, determination; matter in dispute shall be referred to the Internal Dispute Resolution Tribunal and if not acceptable to vendor/service, it shall then be referred to Arbitrator. The decision of Internal Dispute Resolution Tribunal or arbitrator as the case may be ,shall be final and binding on the parties.

**27.Arbitration:** All disputes between the parties after the repudiation/cancellation, termination, or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration, if reference thereof to Dispute Resolution Tribunal

is not acceptable to the vendor/service provider as the case may be. The arbitration shall be conducted in accordance with the provisions of the J&K Arbitration & Reconciliation Act 1997, Arbitration and Conciliation Act 1996.

**28.** The resultant contract will be interpreted under Indian & J&K UT Laws.

**29.** Bidders are not permitted to alter or modify their bids after expiry of the deadline for the receipt of bids.

**30.** Insurance of goods against loss or damage incidental to manufacture or actuation, transportation, storage and delivery shall be at risk and responsibility of the vendors/bidders.

**31.** The tenderer should sign & affix his/her firm's stamp on each page of the tender and all its related documents as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

**32.** Bank shall have the right to call upon the information regarding status of work at any point of time.

**33.** The tenderers are advised to submit both the technical & commercial bids in separate sealed envelopes & superscribe on the envelope "Tender for printing and supply of Bank Stationery" & also indicate there in their telephone numbers and valid email address.

**Details for Technical Bid for Printed Stationery:**

- Copy of Registration Certificate.
- Copy of PAN/GSTIN.
- Earnest Money.
- Receipt of Tran/UTR no. of Tender Fee.
- Paper Sample.
- Average Annual Turn Over p.a. during last three years (upto 31st March 2020).
- Profit / Loss statement for the last three Financial Years.
- Declaration regarding blacklisting or otherwise. and Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure-C)

. If any information is found false, the application will be rejected outrightly.

**Note: - Items mentioned in the tender are presumptions and its actual execution depends upon the demand based on the consumption of stock in hand at present and even if any tenderers even though quoting lowest rates may not be placed order for printing the stationery item/s in case there is no requirement of such items as stated above.**

## **. PRINTING OF SECURITY FORMS FROM SECURITY PRINTERS.**

### **Minimum Eligibility Criteria :**

Bidders should:-

1. be a registered Indian Firm / Company.
2. be approved/recommended by Indian Banks Association (IBA) as a security Form Printers for printing of Security Forms/ MICR instruments as on date of applying for this RFQ.(Certificate of IBA to be enclosed).
- 3.have minimum turnover of Rs 5 Lakh during each of the last three years. (Certificate to be enclosed)
4. not have been blacklisted by the Deptts./ Ministries of Govt. of India/ PSUs/Autonomous Bodies/Banks etc.
5. be able to print and supply all types of security items mentioned in Annexure "B".

### **Terms and Conditions:**

- 1.The Bidders will have to submit photocopy of the GST Registration Certificate along with the tender.
- 2.The Bidders will have to submit photocopy of the PAN/GIR Card Registration Certificate.
- 3.The Bidders should have submitted copy of upto date Income Tax returns of the last three years.
- 4.The Bidders should have submitted copy of Audited Financial Statements (Balance sheet and Profit & Loss Statement ) for the last three financial years .

- 5.**Rates to be quoted are FOR Jammu inclusive of freight charges only.
- 6.** The quality of paper used in printing should be as per specification and ink used for cheque book printing should be UV fugitive .
- 7.**Rates for Customized/Personalized Cheque Books of 50 leaves & 100 leaves with Branch name, party name and Account number should be quoted separately.
- 8. Packaging:** The supplies must be packed in shrink-proof polythene covered cardboard packing covered by hassi cloth duly cross strapped. Each box must bear Carton no., Name of Supplier , Quantity , Callan no./ Gr. no. positively. The Bank Shall not accept any loose supply.
- 9.**The applicant printer/s have to submit their bid as per Annexure "B".
- 10.**The applicant printer/s should also provide Declaration regarding blacklisting or otherwise. and Declaration that the documents attached in response to this bid are genuine and bonafide. (Annexure-C)

Interested security printers fulfilling the above mentioned eligibility criteria and agreeable to abide by the terms and conditions are required to submit their applications on or before last date.



**(ANNEXURE- C)**

**DECLARATION**

(To be given on Firm/ Company Letter Head)

To  
The General Manager  
J&K Grameen Bank  
Head Office ,Narwal  
Jammu

Dear Sir,

I/We have read and understood the contents of the Tender/RFQ and agree to abide by all the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake that the EMD submitted by me/us shall be retained by the Purchaser as Performance Security as a pre-requisite for obtaining the Supply / Purchase Orders.

3.I/ We also confirm and undertake that the documents attached and information provided by me/us to the bank in response to the Tender/ RFQ is/ are genuine to the best of my knowledge. In case any of the documents/ information is found to be false/ fake/incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit.

4. I/We further undertake that none of the Proprietor/Partners/Directors of the firm/Company was or is Proprietor or Partner or Director of any firm/ Company with whom any Government Deptt/ PSU or Bank has blacklisted/ banned / suspended business dealing. I/We further undertake to report to the J&K Grameen Bank immediately after we are informed but in any case not later than 15 days, if any firm/Company in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm/Company which is blacklisted/banned/suspended in future during the currency of the Contract with you.

(Signature of the Bidder)

Name:

Date:

Designation with seal of the Firm/ Company,