

**UTKAL GRAMEEN BANK
HEAD OFFICE, CLUB PARA,
BOLANGIR-767 001**

INVITATION OF SEALED TENDER / QUOTATION FOR

PRINTING AND SUPPLY OF STATIONERY

07.10.2017

Utkal Grameen Bank (A Regional Rural Bank sponsored by State Bank of India) having its Head Office at Bolangir (Odisha) invites applications for empanelment from intending reputed and experienced Printers engaged in large scale printing works for printing of stationery i.e. forms, documents, registers, envelopes, pass books, files etc. and supply of the same to our eight Regional Offices located at Sambalpur, Bargarh, Bolangir, Rayagada, Bhawanipatna, Jeypore, Phulbani , Berhampur and also at Head Office, Bolangir.

TECHNICAL BID

- The Printer must be financially sound having its own printing units with modern printing machineries / devices to execute the printing works of various nature and specifications. The work involves printing, binding, packing and forwarding
- The Firm must have executed printing works of Banks/Financial Institutions/Public sector undertakings/Govt. departments. Proof of such work orders need to be submitted.
- The Printer must have GST number and must be Income Tax Assessee. Copy of PAN Card, GST Number and VAT clearance Certificate of last year are to be enclosed with the offer letter.
- The firm must have minimum annual turnover of Rs. 50 lakhs or more during any of the last three Financial Years. (proof to be enclosed). However, it is relaxed to Rs. 20 lacs in case of printing of circulars (Group-F) and only local printers of Bolangir are eligible to apply because of printing and delivery of circulars at very short notice.
- The application for technical bid is to be downloaded from our website and it should be submitted accompanied by Bank Draft/our Banker's cheque of Rs.1000.00 (Rupees One thousand only) favouring Utkal Grameen Bank payable at Bolangir towards application money **(Non refundable)**.
- It has also to be accompanied by EMD of Rs.50,000/-(Rupees fifty thousand only)(Non interest bearing) in the shape of Bank Draft payable at Bolangir or Bank guarantee in favour of Utkal Grameen Bank. The EMD is refundable in case the firms / applicants are not selected for empanelment.EMD is relaxed to Rs.20,000/- who are applying only for printing of circulars (Group-F)
- The application for technical bid should be in a separate envelope. The financial bid of those printers who qualify in the technical bid will be opened.

FINANCIAL BID

- The items to be printed are appended herewith indicating the required quantity, size specification etc. It should be utilized as quotation by downloading the same from Website
- **The bidders have to quote for each item separately. However, there are six groups and L1 bidders will be selected for each group on the basis of quotation for total cost of the group as a whole, except Group F for which the rate will be approved. There should not be any multiple quotes for any item or group as a whole. In such cases, the quotation for that group will not be considered.**
- Each page of the quotation should be signed by the printers with full signature with seals. Any alterations / additions must be authenticated by full signature of the printers on the quotation.

- The paper should be from the any of the following reputed companies or equivalent. Any dilution in the quality of paper is not acceptable.
 - (i) White Map litho- JK /SEWA/TNPL or equivalent,
 - (ii) Ledger paper- Madhya Bharat Paper Ltd or equivalent
 - (iii) Art paper – JK/BILT paper or equivalent.
 - (iv) Coloured paper- Madhya Bharat Paper Ltd or equivalent
 - (v) Pink colour board- Orient paper or equivalent
- The thickness of paper should be basically as per the following:

Pay in slip/voucher (white map litho) -	70 GSM
Pay in slip/voucher (coloured) -	56 GSM
Application Forms white map litho -	70 GSM
Agreement Forms Green Ledger paper-	80 GSM
Envelope -green ledger-	80/90 GSM
Registers (fully cloth bound) & inside white / Ledger paper-	80 GSM
Pass Book - cover to be Art paper with Lamination	220 GSM
-inner pages white map litho	80 GSM
- The specification of paper variety or quality of material is mentioned against each item of stationery.
- **Sample copies for each variety of paper and sample for plastic cover/file are to be enclosed with the tender documents**
- In case of registers, it must be fully cloth bounded and the thickness of the board should be mill board of 28 no. or 32 no. depending on the size and volume of the register. In each register, there should be additional thick plain sheet on the inside front cover and inside back cover.
- The interested parties can have a glance at the specimen of the printed materials to ascertain their size and contents at Bank's Head Office (Accounts & Compliance Department) on any working day between 10.30 A.M. to 5.00 P.M. before the final submission date of the quotation

TERMS AND CONDITIONS

- The validity of the approved quotation will remain valid for a period of 12 months from the date of final approval of the tender.
- Whenever the Bank desires to print any material not mentioned in the tender documents, competitive quotations will be called from the empanelled printers for selection of L-1 printer for that item.
- The total EMD amount will be refunded after completion of the empanelment period
- The Bank may at its discretion increase / decrease quantity of the items while placing final order. It may also order the entire quantity in one lot or in piecemeal manner as per the requirement of the Bank from time to time.
- The specifications including size, quality of paper, colour, grounds, interleaf etc. of stationery are to be similar to that of the specification given.
- No advance payment will be made at any stage.
- The items are to be supplied within stipulated time and no extension of time will be allowed. In case there is delay in delivery, the bank may impose penalty as deemed necessary. If the printer is unable to supply within a reasonable period, it will be treated as failure to execute the printing order, and the order will be treated as cancelled.
- In the event of violation of any terms and conditions of tender documents / purchase order or failure to execute the work order, EMD deposit will be forfeited. Besides, the printer will be removed from empanelment and will be debarred from any future bidding of the bank.

- If the L1 bidder is unable to execute the work order of the Bank, negotiation with L2 bidder and L3 bidder can be done.
- Before final printing the vendor is required to submit copy of proof of the forms /documents/ registers to us by e- mail (ugbaccts@gmail.com) within 5 days from the date of order or as per the day agreed upon for our approval. After approval of the proof the vendor has to submit to us five numbers of full set of order form within 7 days of approval of proof copies, so as to enable us to verify the quality of printing and of paper. Only after our final approval, the required quantity of stationery will be printed as per our purchase order. The required number of forms/registers must be delivered to the specified places on or before 30 days from the date of final order or as per the date agreed upon.
- The stationery items are to be packed properly and to be delivered at the specified places at the vendors risk and responsibility. The cost of transportation/ GST/any other expenses are to be borne by you.
- The printed materials are to be delivered at the designated places at eight Regional Offices i.e. Sambalpur, Bargarh, Rayagada, Balangir, Bhawanipatna, Jeypore, Phulbani and Berhampur (Gm) located in the state of Odisha and at Head Office at Bolangir as per our printing order.
- Post despatch inspection of the printed material will be done by authorised officials of the Bank and if quality/ quantity of the material is found not to be acceptable, then the materials may be rejected and the printer shall have to take back the material at his own cost.
- Your bill, item wise, in **duplicate** is to be sent to Head Office. We will make payment after full and final delivery of the item(s) as per our terms and conditions and receiving acknowledgement from Regional Offices.90 % of the bill amount will be paid within 7 days. Remaining 10% will be paid after 3 months.
- You are requested to return a copy of this letter duly signed having accepted our terms and conditions as enumerated above.
- For any doubt / clarification please contact our Accounts & Compliance Department over phone no **06652-232680, 9438493015, 9937490960** or in e-mail id: ugbaccts@gmail.com
- The applications/sealed quotations in the enclosed prescribed format superscripted in bold letters as “Proposal for Printing of stationery” (containing two envelopes separately for technical bid and financial bid) should be addressed to the **“General Manager (I), Utkal Grameen Bank, Head Office, Club Para, Bolangir-767001”** and send by registered post or it can be dropped in the sealed box kept in our Accounts Department during office hours. The last date for receipt of the quotation is **26.10.2017 till 2 P.M.** Application received thereafter shall not be eligible for consideration. The application / offer letters shall be opened on the same day i.e.**26.10.2017 at 3 P.M.** in Bank’s Head Office premises in presence of Bank’s Tender Committee. You may remain present or depute your representative with authorization letter to remain present at the time and venue of the opening of quotation / offer letter. However, if there is any change in the date, the same shall be published in the Bank’s website.
- The Bank reserves the right to postpone / cancel the invitation and opens the quotations in the absence of the bidders and also to accept or reject any quotations, without assigning any reason thereof.

GENERAL MANAGER (I)

FINANCIAL BID**FORMS/pay-in -slips GROUP-A**

S. N.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs.
1	SB/CA/RD Account Opening Form (For New customer) White Maplitho 80 gsm Part-I customer maintenance Part-II Account Maintenance and Nomination form	21 cm X 29 cm (3 leaves) (2 leaves - both side) Nomination Form - DA 1 one side Total 5 pages	Bundle of 100 sets	1200		
2	SB/CA/RD Account Opening Form (For existing customer) White Maplitho 80 gsm Part-II Account Maintenance and Nomination form	21 cm X 29 cm (2 leaves) (1 leaf - both side) Nomination Form - DA 1 one side Total 3 pages	Bundle of 100 sets	1000		
3	Current Account opening for non-individuals White Maplitho 80 gsm	21 cm X 29 cm 2 leaves, 4 pages	Bundle of 100 sets	50		
4	Form 60 White Maplitho 70 gsm	21 cm X 29 cm 1 leaf- one side (1 page)	Pad of 100 nos.	1500		
5	Form 61 White Maplitho 70 gsm	21 cm X 29 cm 1 leaf- one side (1 page)	Pad of 100 nos.	1500		
6	KYC Form Ledger paper 70 gsm	21 cm X 33 cm 1 leaf- one side (1 page)	Pad of 100 nos.	1000		
7	SB/CA/RD/CC/TL Pay-in-Slip White Maplitho 70 gsm	27 cm x 11 cm (both side)	Bundle of 500 pieces	13000		
8	Term Deposit pay-in-slip White Maplitho 70 gsm	27 cm x 11 cm (both side)	Pad of 100 nos.	1200		
9	Savings Bank withdrawal voucher White Maplitho 70 gsm	18 cm X 11cm (one side)	Bundle of 500 pieces	10000		
10	Debit/Credit composite Voucher (Pink coloured) 56 gsm	22 cm X 11 cm. (one side)	Pad of 100 nos.	7000		
11	ATM application White Maplitho 70 gsm	21 cm X 29 cm one leaf ,2 pages	Bundle of 100 nos.	500		
12	NEFT application form White Maplitho 70 gsm	21 cm X 29 cm one leaf one page	Pad of 100 nos..	2000		
	GROUP (A) TOTAL					

GROUP-B ADVANCES FORMS

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs.
1	KCC composite loan application with agreement forms & annexures (1) White Maplitho 70 gsm 2) Ledger paper 80 gsm	21 cm X 33 cm Total 14 pages (1) 5 leaves 8 pages (2) 3 leaves 6 pages	Bundle of 100 Sets	1500		
2	AB-1 Hypothecation Agreement Ledger paper 80 gsm	,21 cm X 33 cm 4 leaves 7 pages	Bundle of 100 Sets	200		
3	AB-2 Agreement for Guarantee Ledger paper 80 gsm	,21 cm X 33 cm 2 leaves 4 pages	Bundle of 100 Sets	200		
4	UGB-AGL-4 (KCC renewal application form) Ledger paper 70 gsm	,21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	2000		
5	AB-4 Revival letter 1 for borrower) Ledger paper 80 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 pages	1500		
6	AB-5 (Revival letter-2 for guarantor) Ledger paper 80 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 pages	500		
7	AB-6 (Letter to borrower for repayment of crop loan) White Maplitho 70 gsm	, 18.5 cm X 24.5 cm (one side)	Pad of 100 pages	500		
8	DP Note & DP Note Delivery letter (For loan without guarantor) Ledger paper 80 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	600		
9	Application for advance against pledge of security of TDRs, RDs etc. White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	600		
10	Demand Loan Debit Voucher White Maplitho 70 gsm	22 cm X 9 CM (one side)	Pad of 100 nos.	2000		
11	Loan withdrawal voucher (in Odia) White Maplitho 70 gsm	18 cm X 11cm (one side)	Bundle of 100 Pieces	4000		
12	Security Delivery Letter White Maplitho 70 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 nos.	1000		
13	LTI certificate Ledger paper 70 gsm	18.5 cm X 24.5 cm (one side)	Pad of 100 nos.	500		
14	Composite loan application for Gold Loan White Maplitho 70 gsm Ledger paper 80 gsm	21 cm X 33 cm Total 6 pages 4 leaves 5 pages 1 leaf 1 page	Bundle of 100 Sets	1500		
15	NRLM SHG composite Application form White Maplitho 70 gsm Ledger paper 80 gsm	21 cm X 33 cm Total 25 pages, 8 leaves 14 pages 7 leaves 11 pages	Bundle of 100 Sets	200		
16	UGB-SME-1 (Letter of arrangement) Ledger paper 80 gsm	21 cm X 33 cm 6 leaves, 11 pages,	Bundle of 100 Sets	150		
17	UGB SME-2 (Agreement of loan cum hypothecation) Ledger paper 80 gsm	21 cm X 33 cm 5 leaves 9 pages	Bundle of 100 Sets	150		
18	UGB-SME-3 (Guarantee agreement) Ledger paper 80 gsm	21 cm X 33 cm 3 leaves 5 pages	Bundle of 100 Sets	150		
19	UGB-SME-11 (Revival letter) Ledger paper 80 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	200		
20	Opinion Report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	600		

21	Pre sanction inspection report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	1000		
22	Unit Inspection Report White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	1000		
23	Demand Notice card Pink colour board 8.3 kg	9 cm X 14 cm Both sides	Bundle of 100 Pieces	2000		
24	Gold Loan Recall notice(Odia) White Maplitho 70 gsm	16.5 cm X 21 cm 1 leaf (one side)	Pad of 100 pages	1000		
25	Gold Loan Final notice(Odia) White Maplitho 70 gsm	16.5 cm X 21 cm 1 leaf (one side)	Pad of 100 pages	1000		
26	Demand Notice to the borrower for repayment of loan White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	2000		
27	Demand Notice to the guarantor for repayment of loan White Maplitho 70 gsm	21 cm X 33 cm 1 leaf 1 page	Pad of 100 pages	2000		
	GROUP (B) TOTAL					

GROUP-C REGISTERS(cover- hard board with cloth bounded)

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs
1	Cash Balance Book Ledger paper 80 gsm	21 cm X 28 Cm 160 leaves (320 pages)	No. of books	500		
2	Vault Register Ledger paper 80 gsm	21 cm X 33 Cm 75 leaves (150 pages)	No. of books	1000		
3	Cashier's Receipt-cum-Payment Ledger paper 80 gsm	21 Cm X 33 cm 250 leaves, 500 pages	No. of books	1000		
4	Postage Account Register Ledger paper 80 gsm	18 Cm X 50 cm 75 leaves, 150 pages	No. of books	600		
5	Regd. Letters Despatch Register Ledger paper 80 gsm	18 Cm X 50 cm 100 leaves, 200 pages	No. of books	500		
6	Inward Mail Register White Maplitho 70 gsm	32 cm X 20 cm 100 Leaves ,100 pages	No. of books	600		
7	Demy Memo Book Ledger paper 80 gsm	21 cm X 33 Cm. 50 leaves (100 page)	No. of books	2000		
8	Demy Memo Book Ledger paper 80 gsm	25 Cm X 35 cm 100 leaves,200 Pages)	No. of books	2000		
9	Locker Access Register Ledger paper 80 gsm	16 cm X 21 cm. 300 leaves, 300 pages	No. of books	50		
10	Roaster for checking of daily reports, Day Books, Vouchers Ledger paper 80 gsm	21 cm X 33 Cm. 100 leaves ,200 Pages	No. of books	500		
11	Security Register Ledger paper 80 gsm	21 cm X 33 Cm. 50 leaves (100 pages)	No. of books	500		
12	Inspection Register Ledger paper 80 gsm	21 cm X 33 Cm. 100 leaves (200 pages)	No. of books	1000		
13	Village- wise Borrower Register Ledger paper 80 gsm	21 cm X 33 Cm 100 leaves (200 Pages)	No. of books	500		
14	Tour Diary Register (in duplicate) White Maplitho 70 gsm Coloured paper 56 gsm	33 cm X 21 cm 100 leaves (50 x 2) 1 st copy -white Maplitho 2 nd copy -perforated light blue colour	No. of books	600		
	GROUP (C) TOTAL					

GROUP-D PASS BOOK- (Computer use)

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs
1	Pass Book (Computer use) cover - Art paper with Lamination 220 GSM , inner pages white map litho 80 GSM	Size 9 cm X 20 cm (Excluding cover 12 leaves 24 Pages) (multiple use)	Bundle of 100 Pieces	5000		

GROUP-E Envelopes/ file/ TDR cover (Envelopes-green ledger paper- 80 GSM and 90 GSM in case of extra large size)

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Quantity required	Rate quoted (Rs.)	Cost Rs
1	Envelope (Extra Large Size) Ledger paper 90 gsm	40 cm X 30 cm. (cloth bound)	Bundle of 100 pieces	20		
2	Envelope (Large Size) Ledger paper 80 gsm	34 cm X 24cm. (inside plastic coated)	Bundle of 100 pieces	60		
3	Envelope (Big size) Ledger paper 80 gsm	34 cm X 16.5 cm	Bundle of 100 pieces	200		
4	Envelope (Medium size) Ledger paper 80 gsm	27.5 cm X 12.5cm.	Bundle of 100 pieces	4000		
5	Envelope (Small size) Ledger paper 80 gsm	22 cm X 11 cm.	Bundle of 100 pieces	3000		
6	TDR plastic Cover of 15 micron One side transparent , other side non transparent (coloured) with flap of 4 cm	28 cm X 15 cm.	Bundle of 100 Pieces	1000		
7	Bank lace File (Extra thick) Brown card board of 36 KG , Lace of minimum length 50 cm of good quality	38 cm X 27 cm.	Bundle of 10 pieces	1000		
	GROUP (E) TOTAL					

GROUP – F : CIRCULARS (Green ledger paper 70 gsm) Only Local Printers at Bolangir should apply

SL. NO.	NAME OF THE STATIONERY ITEMS	SIZE	Unit of measurement	Rate quoted (Rs.)
1	1 page one side Ledger paper 70 gsm	21 cm X 33 cm	500 nos. of pages	
2	1 page both sides Ledger paper 70 gsm	21 cm X 33 cm	500 nos. of pages	
	GROUP (F) TOTAL			

Circulars will be printed as and when required as per our soft copy at very short notice during the year and to be delivered at Head Office. One circular can be of one page or any number of pages as per requirement

- (i) The rates are to be quoted separately for each unit of item.
- (ii) The rate should be inclusive of all costs of printing, GST and cost of transportation.
- (iii) The financial bids to be submitted in separate sealed cover and will be opened after the Terms and Conditions stipulated in technical bids are fulfilled.

.....X.....

Application Form

1. Name of the Applicant:

2. Address :

3. Contact Nos :

(i) Phone (Land line):

(ii) Mobile:

(iii) Fax:

(iv) E-mail:

4. Status of the firm :

(Whether company / Partnership / Proprietary/ Subsidiary) Copy to be furnished

5. Name of the Proprietor / Partners/ Directors:

6. Year of Establishment :

7. Income Tax PAN No.(attach copy)

8. GST No. (attach copy)

(Furnish copies of Income Tax returns, VAT clearance certificate of last year/GST latest returns)

9. Turnover of the Company / Firm (Please attach copy of Balance sheet and profit and loss account)

Sl No	Year	Turn Over
01	2016-17	
02	2015-16	
03	2014-15	

10. Details of the qualifying works executed (please mention only such works which qualifies for the category / class for which you have applied) and attach copies of such orders

Sl No	Name of work	Name of the organization, address, phone	value of the works	Year and month of the work executed

11.Key Personnel employed in your organization:

Sl No	Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Contact no.

12. Furnish the names of three responsible clients / persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANIZATION & ADDRESS	CONTACT NUMBERS

DECLARATION

- (i) All the information furnished by me / us here above is correct to the best of my knowledge and belief.
- (ii) I / we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets / documents.
- (iii) I / we agree that the decision of UGB in selection of empanelment will be final and binding to me / us.
- (iv) 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 the empanelment shall be cancelled at the discretion of the Bank.

Date

Applicant's Signature with seal

SCHEDULE OF EVENTS

1. Down load to start from - From 10.10.2017
2. The last date for submission of technical bid and financial bid - 26.10.2017 till 2.00 PM
3. Opening of Technical Bid - 26.10.2017 from 3 PM
4. Opening of Financial Bid & Finalization of printers - 26.10.2017 after completion of Technical Bid

Address : **General Manager (I),
Utkal Grameen Bank,
Head Office,
Club Para,
Bolangir-767001**

Email : ugbaccts@gmail.com

Contact : **06652-232680, 9438493015, 9937490960**