

ALLAHABAD U P GRAMIN BANK
HEAD OFFICE: D.M. Colony, Civil Lines, Banda (UP) 210 001

Tender Notice

Printing and Supply of Security & Non Security Stationery items

Allahabad U P Gramin Bank, established under RRB act 1976 & having its area of operation in Eleven districts of Uttar Pradesh i.e. Sitapur, Lakhimpur Kheri, Bahraich, Shrawasti, Orai (jalaun), Hamirpur, Mahoba, Banda, Chitrakut, Mirzapur and Sonbhadra, intends to get the **Security & Non Security Stationery items printed & supplied at our all Regional Offices, the detail of required items is given in annexure "A" & "B"**.

Hence, sealed tenders, having item wise cost from reputed and capable printers are invited for printing & supply of items as per list. The eligibility criteria for printers as well as other terms & conditions are appended subject to change/modification as & when required.

Eligibility for submission of tender

- 1 Press/ Office should be with in 200 kms from the boundary of operational area of the Bank.
- 2 Printer should have a good track record in the field of printing and supply of stationary to the institutions.
- 3 Minimum 05 years experience in the field of printing.
- 4 Minimum 03 years experience in the field of Banks security/ non security stationary printing.
- 5 Printer should be well equipped with modern & latest technology of color/offset printing.
- 6 Printer should not be black listed by any public or private institution since last 03 years.
- 7 Printer must be capable to carry out the order of the Bank with in stipulated time frame and no fund problem should come ahead to materialize the order.

While sending the tender, the firm must ensure that under noted documents are being enclosed there with. In absence of these documents tender will be liable to be cancelled.

- 1 Certified copy of Registration of the firm
- 2 Certified copy of TIN number of the firm
- 3 Certified copy of PAN of the firm
- 4 Security deposit of Rs 50000.00 (Rs Fifty Thousand only) in the form of demand draft in favour of Allahabad U P Gramin Bank payable at any bank at Banda (UP)

The above DDs will be refunded in original, if no any order is given to the firm.

Other Terms & Conditions for printing & Supply

- 1 All tenders should be addressed to "The Chairman Allahabad U P Gramin Bank Head Office, D.M. Colony Banda (UP) 210 001" super scribing on the envelop "Tender for Printing & Supply of Non security or security Items for the year 2012-13".
- 2 A tender for security & non security items must be submitted in separate envelops.
- 3 Printers submitting tenders for security items must be approved with IBA for printing of security items.

- 4 Specimen paper to be used for each item must be attached with tender by putting sign & seal of firm and item number as per our annexure. Without paper specimen, tender for said item will not be entertained.
- 5 Tenders will be accepted through registered/speed post only and tenders received after last date for submission will not be considered.
- 6 Printed stationery will have to be delivered at our Regional offices Banda, Chitrakoot, Mahoba, Orai, Mirzapur, Sitapur, Biswan, Lakhimpur, Bahraich and Shrawasti as per quantity mentioned in our purchase order at their own cost by the printers and hence printer should quote the rates after incorporating freight/toll taxes, if any.
- 7 Bank will not pay any cost of any nomenclature except mentioned in the tender/quotation. Hence printers should quote net rate for each item clearly.
- 8 Received tenders will be opened by a committee constituted for the purpose and all the tender documents along with attachments there with will be examined care fully as per norms as well as terms & conditions of the bank in this regard. After proper scrutiny, firms having satisfactory level in all aspects will be placed order. The printer, personally or through their authorized representative may participate in the tender opening process but if representative of any or all firms is not present, the process of opening the tenders will be continued and decision taken by the committee in this regard will be final and binding to all concerned..
- 9 Orders for printing & supply will be given after proper scrutiny of printer's eligibility, capacity and quality of specimen paper enclosed with the tender. And decision taken by the committee will be binding on all the printers.
- 10 Printer will have to supply the stationery items at our regional offices as per quantity mentioned therein with in the time given and on failure on any point order may be cancelled and security deposit may be forfeited.
- 11 No item will be accepted by the Bank which is not as per our enquiry specification.
- 12 Submission of tender doesn't provide the right to print & supply of stationery items.
- 13 Bank reserves the right to postpone/cancel the process in full or part at any stage before placing the order to printer and no correspondence in this regard will be entertained.
- 14 All the disputes will be under Banda jurisdiction.

Last date of receiving the tenders at Head Office

Last date of receiving the tender at our Head Office is at 04.30 pm on 20.06.2012.

Payment Term

Payment will be made, after satisfactory supply as per our specification and quantity at our Regional offices, on the submission of bills by the Regional Offices subject to statutory deductions.

Date.28.05.2012

Place - Banda

General Manager