


Tender ref.no. HO/A&S/VCA/584/2018-19

Date: 07.02.2019

NOTICE INVITING TENDER FOR MAKING STAMPS

1. Gramin Bank of Aryavart is a Regional Rural Bank in Uttar Pradesh spread over more than 20 regions in Uttar Pradesh namely are Lucknow, Hardoi, Aligarh, Agra, Barabanki, Etah, Hathras, Mainpuri, Kannauj, Unnao, Firozabad, Farrukhabad, Sitapur, Biswan, Bahraich, Bhinga, Lakhimpur, Banda, Chitrakoot, Mahoba, Orai, Mirzapur and any other regional offices which may add in the service area of the bank.
2. The tender is to procure Stamps.
3. Tender Inviting Authority (TIA) – The General Manager, Gramin Bank of Aryavart (hereinafter referred as TIA unless the context otherwise requires).
4. TIA, Gramin Bank of Aryavart, invites tenders, from eligible and qualified Bidders for procuring Rubber and Self Inking Stamps as detailed in **Annexure III**
5. The tender document can be downloaded from <http://aryavart-rrb.com> free of cost.
6. Firms may contact Chief Manager, Admin & Services Department, Head Office contact no: 7388899657 email ID- ho.ans@gba-rrb.com for additional information.
7. In case a holiday is declared by government on tender opening date, the same will be opened on next working day.
8. The Gramin Bank of Aryavart reserves the right to accept or reject the tender without assigning any reason thereof.


Rajendra Prasad
(General Manager)



Fact Sheet

S.No.	Particulars	Details
1.	Selection Method	Least Cost Selection (LCS)
2.	Availability of RFP	RFP can be downloaded from http://aryavart-rrb.com
3.	EMD/Bid Security	Earnest Money Deposit of amount Rs 10,000/- (Rs Ten Thousand) only in the form of Demand Draft in favour of General Manager, Gramin Bank of Aryavart, Lucknow and payable at Lucknow and issued from any of the scheduled commercial bank.
4.	Performance bank Guarantee	Performance security should be for an amount of Rs 50000/- (Rs Fifty Thousand only). Performance security may be furnished in the form of a fixed deposit receipt/Bank guarantee from a commercial bank. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
5.	Nodal Officer For correspondence	Vikas Chandra Agrawal, Chief Manager, A-2/46, Vijay Khand, Gomti Nagar, Lucknow, ho.ans@gba-rrb.com
6.	Last date of bid submission	28.02.2019 before 2.00PM
7.	Opening of Pre-qualification/technical Bid	28.02.2019 at 3.00 PM

PROCEDURE FOR SUBMITTING TENDERS

The tender shall be submitted in two covers:-

- i) Pre-qualification (EMD / Bid Security & Prequalification) and Technical Bid
- ii) Price Bid

PRE QUALIFICATION & Technical Bid-

The following documents are to be deposited in an envelope super scribing 'Pre-qualification & Technical bid, the company name, must reach our bank's Head office at A-2/46, Vijay Khand, Gomti Nagar, Lucknow before closing date and time. Along with a separate sealed envelope super scribing financial bid, company name. Both technical and financial bid sealed envelopes are to be further put in an envelope super scribing BID for tender ID and company name.

1. EMD of Rs. 10000/- (Rs. Ten Thousand only in the form of Demand Draft in favour of General Manager, Gramin Bank of Aryavart, Lucknow and payable at Lucknow and issued from any of the scheduled commercial bank. The EMD will be returned to the successful bidder after submission of Performance Bank Guarantee. Others will get EMD back within 30 days of tender finalization.
2. Undertaking as per Annexure –I.
3. Criminal liability undertaking as per Annexure –II
4. Copy of PAN card of firm / proprietor.
5. Details as per Annexure IV on letter head of firm.



6. Valid GST registration certificate
7. ITR for FY 2015-16, FY 16-17 and FY 2017-18
8. At least one Performance certificate from other Government /Private institutions/Banks, issued within the last three years, mentioning the details of making/supplying of rubber stamps.
9. Rubber stamp and self-inking stamp (of any organization) are to be submitted. Number of samples can be more than one for each item for same rate. These are to be sealed, labelled with Bidder Company name and to be deposited with technical bid envelope.

The bidder cannot modify the samples submitted at the time of tender.

PRICE BID: - The bidder must quote both the two items listed. In this cover, the bidder shall give the rates of the items for which bid has been submitted in the technical bid along with other details as specified in the Price bid annexure III. **L1 will be calculated on total.**

In case the bidder fails to submit all the documents required in physical form within stipulated time-the tender of the bidder shall be out rightly rejected.

Technical Evaluation process-

The rates should be quoted for superior quality material.

Technical evaluation committee will evaluate the quality of sample and only those bidders whose all the documents are complete and satisfactory in all respects and the sample submitted is acceptable will be eligible for opening of financial bid.

PRICE BID evaluation

1. Prices are to be quoted in the attached Price Bid format (Annexure- III).
2. The price should be quoted for the accounting unit indicated in the tender.
3. The rates should be quoted in Indian rupee only.
4. The rates should be inclusive of all charges (freight charges, packing charges, insurance etc.) **except GST.**
5. No increase in quoted price and reduction in quality of product will be allowed during the validity of tender.
6. Bidder will quote firm rates. No condition like discount in price, free goods/incentives will be accepted towards finalization of the tenders. Rates should be quoted strictly as per packing specified in the tender against each item and not in any other form. Quoting of rates in variation to the prescribed unit will authorize the Competent Authority to cancel the quotation without any information to the bidder.
7. The approved tenderer should supply the Stamps on F.O.R basis at Regional offices of the Bank.
8. The Regional offices of the bank are Lucknow, Hardoi, Aligarh, Agra, Barabanki, Etah, Hathras, Mainpuri, Kannauj, Unnao, Firozabad, Farrukhabad, Sitapur, Biswan, Bahraich, Bhinga, Lakhimpur, Banda, Chitrakoot, Mahoba, Orai, Mirzapur and any other regional offices which may add in the service area of the bank.
9. L1 will be decided on total.
10. Rate quotations should be free from erasers, applying fluids cuttings and over writing.

DELIVERY



1. The time and the date of delivery of (both) stamps stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be **completed within 15 days**. If the last date of delivery of goods happens to be a holiday or declared as a holiday, the next working day shall be the last day for delivery of goods.
2. The items listed in annexure-III must be packed in sealed packs clearly mentioning the name of the branch and Regional Office, the sealed packets of branches lying in same regional offices must be packed in another polythene pack and must be delivered to the concerned regional office in UP. The sealed pack must consist of stamps in following manner:

Sr. No.	Items
1.	3 Dater
2.	1 sanction stamp
3.	1 original document verification stamp
4.	1 branch address along with name of regional office
5.	2 round stamp
6.	1 For Branch Head

3. Extension in delivery Period: - Tenderer can seek extension of delivery period explaining the reasons for the delay. The extension of delivery period may be granted by the Competent Authority, if demand still exists. However such extension of date of delivery is admissible only with delayed supply penalty. Maximum delay admissible is only 30 days after which supply order may be cancelled without any further reference and action as deemed fit may be initiated against the tenderer.
4. Part Supplies: - Full supplies of a particular item have to be made in one go as per the quantity mentioned in the supply order. **However supplies can be accepted in parts only on the sole and discretionary approval of the competent authority.**

PENALTIES

1. If the successful tenderers fails to deposit the required security within the time specified or withdraws his tender after the intimation of acceptance of this tender has been sent to him or owing to any other reason or he is unable to undertake the contract, his contract will be cancelled and the earnest money deposited by him along with his tender shall stand forfeited to Gramin Bank of Aryavart by reasons of breach, such as failure to supply/delayed supply, including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the article concerned. Such damages shall be assessed by the General Manager, Gramin Bank of Aryavart whose decision shall be final in the manner.
2. **For Delayed Supply - A penalty of 2% of value of order for every delayed week or part of a week subject to maximum of 10% will be imposed.**
3. **For non-supply – EMD/Performance guarantee will be forfeited.**
4. Non-performance of contract provisions shall disqualify / debar the tenderer for participating in the future tenders of the Bank.

PAYMENTS

The payment will be made on receipt of complete set of Stamps and after due inspection and acceptance of the Stamps and after the confirmation from Regional offices. No advance payment will be made. The Bill(s) must be verified by the Regional Manager of concerned Regional Office. Penalty, if any shall be deducted before payments.



GENERAL TERMS AND CONDITIONS

1. The tenderer firm should not have been blacklisted in the past by any Government / Private Institution.
2. Tender will be valid for one year from date of award and may be extended for further one year on same rate and terms, after satisfactory performance report of bidder.
3. All documents submitted physically must be self-attested, legible and numbered.
4. Any hike in the price will not be allowed during tender validity and on extension.
5. **Earnest Money Deposit (EMD)/Bid security:** EMD of Rs. 10000/- (Rs. ten thousand only in the form of Demand Draft in favour of General Manager, Gramin Bank of Aryavart, Lucknow and payable at Lucknow and issued from any of the scheduled commercial .
 - a. Exemption of EMD: Firms registered with Central Purchase Organizations or the Concerned Authority or Department or NSIC (National Small Industries Corporation) are exempted from submission of E.M.D under rules. However, they have to attach scanned copy of a valid NSIC Exemption certificate, documentary proof for claiming exemption along with the Tender.
 - b. EMD is refundable to the unsuccessful bidders within 30 days after the award of tender.
 - c. EMD is liable to be forfeited if the tenderer withdraws or awards to another tenderer or impairs or derogates the bid in any respect within the validity period of Tenders. It will also be forfeited if successful tenderer fails to execute contract agreement and deposit performance security. The Bidders are required to sign a Bid securing declaration accepting that if the Bidder(s) withdraws or modify their bids during the period of validity, or if they are awarded contract and they fail to sign the contract, or to submit a performance security before the deadline specified in the request for Bids document. They will be suspended for the period of time, specified in the request for bids document, from being eligible to submit Bids for contracts with Gramin Bank of Aryavart, Head Office Lucknow.
 - d. **EMD of the successful tenderers will be refunded after submission of Performance Security, which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the tenderer including warranty obligations and formalities on receiving the written request of the tenderer/tenderers.**
6. Undertakings as per Annexure-I and Annexure-II are to be executed on non-judicial stamp paper of Rs. 100/- duly attested by notary public.
7. **Performance Certificate** –At least one Performance certificate from other Banks/financial institutions, issued within the last three years, mentioning the details of making/supplying of rubber stamps.
8. After finalization of the tender the tenderer must remove the samples of unapproved items within 15 days, failing which the items will be disposed off without further reference to the tenderer.
9. Approved samples (if any) will be kept in the store concerned till the completion of all the contractual obligations.
10. **Security deposit/ Performance security:** -
 - a. Performance Security should be for Rs 50000/- (Rs fifty thousand only) value of the contract as specified in the bid documents. Performance security may be furnished in the form of a Fixed Deposit Receipt / Bank guarantee from a commercial bank in an acceptable form safeguarding the Bank's interest in all respects within 10 days of notification of award.
 - b. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier warranty obligations. Bid Security would be refunded to the successful bidder on receipt of Performance security.
 - c. The security deposit is liable to be forfeited if the tenderer withdraws or awards to another



- tenderer or impairs or derogates the bid in any respect within the validity period of Tenders.
- d. The security deposit is also liable to be forfeited if the tenderer fails to provide the warranty as mentioned in the tender document.
11. **Force Majeure:** Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by any party, one against the other, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricanes, any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government, lockouts, strikes, riots, embargos or from any political or other reasons beyond the suppliers control including war (whether declared or not), Civil war or state of insurrection, provided that notice of the occurrence by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force majeure conditions
12. **Saving Clause:-**No suit, prosecution or any legal proceedings shall lie against Bank or any person for anything that is done in good faith or intended to be done in pursuance of tender.
13. **Fall Clause :** If any time during the execution of the contract, the controlled price becomes lower or the contractor reduces the sale price or sells or offers to sell such Stamps, as are covered under the contract, to any person / organization including the purchase or any department of Central government or any department of the Lucknow at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the Stamps supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced.
15. The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The TIA will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.
16. A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the TIA may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
17. The price of the goods should be quoted **inclusive of** ex-factory/ ex-showroom/ ex- warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST, D-VAT, VAT, CENVAT, Custom duty, Excise Duty etc, any sales or other taxes and any duties including excise duty, Charges towards Packing & Forwarding, Transportation to the consignee site , price of Incidental Services, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination . The price should be inclusive of everything **except GST**.
18. Unless otherwise specified, the prices quoted by the bidder shall remain firm and fixed during the validity of the contract/tender and not subject to variation on any account.
19. The tender form shall be typed and the same shall be signed by the bidder who has been duly authorized to submit the bid. The bidders shall put its seal on the documents before submitting the tender shall not contain any erasure or overwriting. The bidder shall see that certificates/documents issued by any other agency has counter signature for every correction made therein.
20. Variation of Quantities at the Time of Award/ Currency of Contract At the time of awarding the contract, the TIA reserves the right to increase or decrease by up to twenty five (25) per cent, the quantity of goods and services mentioned in the schedule (s) in the "List of Requirements" (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted by the bidder. If the quantity has not been increased at the time of the awarding the contract, the TIA reserves the right to increase by up to twenty five (25) per cent, the quantity of goods and services mentioned in the contract (rounded off to next whole



number) without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract. The TIA may repeat the order with in the validity of financial bid.

21. The TIA reserves all its right to increase or decrease the quantity of the stamps
22. Laws governing the contract: The courts of Lucknow shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
23. In case of any dispute or difference, the award of the Arbitrator appointed by Mutual Consent will be final and binding on the parties and subject to the foregoing provision regarding arbitrations, the court at Lucknow shall only have the jurisdiction over the same.
24. The Bank reserves all its right to cancel the tender notice without assigning any reason thereof.


Rajendra Prasad
(General Manager)



UNDERTAKING (To be executed on Rs. 100/- Non Judicial Stamp Paper)

Tender Ref. No.-----Due
on.....
To

The General Manager
A& S Deptt.
Head Office

Sir,

1. The undersigned certify that I/we have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I/we have no objection for any of the content of the tender document and I/we undertake not to submit any complaint/representation against the tender document after submission date and time of the tender. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of tender.
2. I/we, undersigned hereby bind myself/ourselves to supply the various items for Gramin Bank of Aryavart, Lucknow on the rates quoted by me / us, till the date of validity of the tender.
3. The articles shall be of the best quality and kind as per requirement of the institution. The decision of the General Manager, Gramin Bank of Aryavart, Lucknow as regard to the quality and kind of article shall be final and binding on me.
4. Bid Security deposited by me/us viz. Rupees -----/-(Rupees ----- only) in the name of the General Manager, Gramin Bank of Aryavart, Head Office, as attached herewith and shall remain in the custody of the Chief Manager, A& S Deptt, Gramin Bank of Aryavart, Head Office.
5. I/we agree for forfeiture of the bid security in case of non-execution of supply order in full or in part due to any delay on my/our part, at the appointed place and time.
6. In case the articles approved in my/our favour for supply are purchased from any other source, due to delay or non-supply, the extra amount paid shall be deducted from the Bid Security submitted by me/us.
7. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience to the Bank.
8. I/we hereby undertake to supply the items during the validity of tender as per directions given in supply order within stipulated period positively.
9. If I/we fail to supply the Stamps in stipulated period the bank has full power to impound or forfeit the Bid Security.
12. I/We should submit a security deposit of Rs 10000/- (Rupees ten Thousand only) indemnifying the Bank against all losses incurred by the Bank during the guarantee period.
13. The Gramin Bank of Aryavart, Head Office, Lucknow has the right to accept or reject any or all the tenders without assigning any reason.
14. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the



Bank to have been over-paid, the amount so found shall be refunded by me/us.

15. I/We shall indemnify and defend, at its own expense, the bank, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Tenderer, or the Tenderers employees, agents, servants etc. in the performance of this Agreement. This provision shall extend inter alia, to claims and liability in the nature of workmen's compensation product liability and tort.
16. I/we declare that no legal/financial irregularities are pending against the proprietor/partner of the tendering tenderer or manufacturer.
17. I/we undertake that the rates quoted by me when approved and selected by the General Manager, Gramin Bank of Aryavart, Lucknow will be valid for the asked period; I/we undertake to supply the Stamps within 15 days. I/we undertake to supply the order within stipulated period and if I/we fail to supply order during the stipulated period, necessary action including imposing penalty can be taken by the General Manager, Gramin Bank of Aryavart, Lucknow as per terms and conditions of the Tender Document.
18. I/we undertake that if the rates of any items are lowered due to any reason, I/we shall change to lower rates.
19. I/we undertake that the item supplied are as per sample/catalogue/technical literature description.
20. I/we undertake that no child labour is involved in the process of manufacturing of the stamps.
21. I/we undertake that the quoted rates are not higher than that of approved for the same item in any other Govt. Institution in Lucknow.
22. Affidavit that no CBI inquiry/criminal proceeding/black listing is pending or going against the manufacturer/bidder tenderer is also enclosed.

I/we undertake that I/we will not submit any irrelevant document with the tender and in doing so I/we shall not have any objection if my tender is rejected on that ground.

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser/ Bank during the validity of tender period the General Manager, Gramin Bank of Aryavart, Head Office, Lucknow will have full authority to take appropriate action as he may deem fit, without assigning any reason.

Place.....

Date

(Signature of the bidder)
Name and Address (with
seal)



NO CRIMINAL LIABILITY UNDERTAKING AFFIDAVIT (To be executed on Rs. 100/-
Non Judicial Stamp Paper)

I S/O Resident of
(Address)

..... do solemnly pledge and affirm:-

1. That I am the proprietor/Partner/Authorised signatory of M/s:-

.....
.....

2. That no case of any nature i.e. CBI / Criminal / Income Tax / Sales Tax / Blacklisting etc. is
pending against my firm.

(Signature of the bidder)
Name and Address (with
seal)



Gramin Bank of Aryavart
Head Office –A-2/46, Vijay Khand,
Gomti Nagar, Lucknow-226022

Affix self
Attested P.P.
Size recent
photograph of

the partners of
the bidding firm.

1. Due date for tender BIDDERS DETAILS
(To be submitted on letterhead of tenderer)
2. Opening time and date of tender
3. Names, address of tenderer / Agency and Telephone numbers.
4. GSTN Registration No. of the Tenderer / Agency.
5. Name, Designation, Address and Telephone No. of Authorized person of Tenderer / Agency to deal with.
6. Please specify as to whether Tenderer is sole proprietor / Partnership tenderer. Name and Address and Telephone No. of partners should specify.
7. PAN number issued by Income Tax Department. & GST registration number
8. Details of Bid Security deposited:
 - (a) Amount :
 - (b) F No.
 - (c) Date of issue:
 - (d) Name of issuing authority:
9. ID Proof
(Self-attested copy of driving license or Voter ID or Passport or AADHAAR card to be enclosed)
10. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

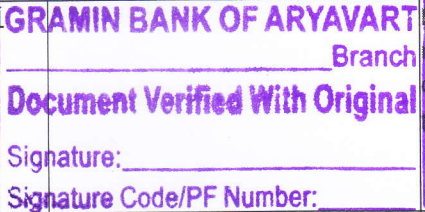


(Signature of the bidder) Name and Address (with seal)



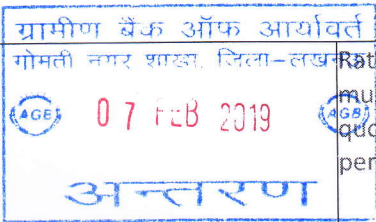
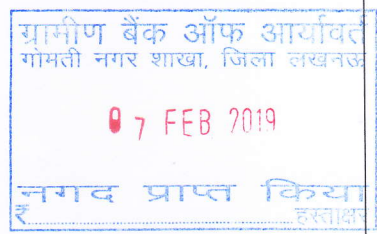
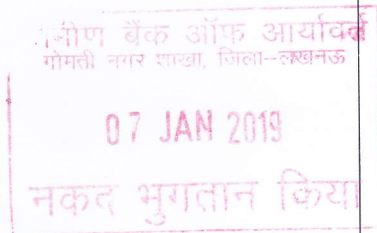

Gramin Bank of Aryavart
Head Office –A-2/46, Vijay Khand,
Gomti Nagar, Lucknow-226022

PRICE BID

Name of Company/ Bidder-

S. No.	Particulars of the items	Quantity of stamps (with +/- 20% variations)	Templates	Rates (exclusive of GST) upto two places of decimal	Rates in words
1	Document Authentication stamp	1361		Rates must be quoted per line	
2.	Branch Name and Address Stamp	1361		Rates must be quoted per line	
3.	Sanction Stamp	1361	<p>Sanctioned..... For Gramin Bank of Aryavart</p> <p>Chief Manager Gomti Nagar Branch</p>	Rates must be quoted per line	
4.	For Branch Head	1361	<p>ग्रामिण बैंक ऑफ आर्यावर्त</p> <p>मुख्य प्रबन्धक गोमती नगर, लखनऊ</p>	Rates must be quoted per line	
5.	Self-inking stamp for 3-4 lines.	264		Rates must be quoted per stamp	



6.	Dater	4083		Rates must be quoted per dater
				
				
7	Round Stamp	2722		Rates must be quoted per stamp
		Total in figure=		
		Total in words=		

- L1 will be calculated on total of all items from S. No 1-4.
- The Bank also reserves its right to increase the quantity of the stamps at any point of time during the validity of the tender.
- I/we completely understand that in no case freight charges will be paid extra.
- The above quoted rates are including all charges and taxes except GST.
- The above rates includes the transportation charges to the Regional offices which will be assigned to us in the Purchase Order.
- The rates quoted above are valid for the period of six months from the opening of financial bids.

Date:

Stamp & Signature of Bidder

